

Letter of Submission for Insurance Proof

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to submit proof of insurance in accordance with the subcontract agreement dated [Insert Agreement Date] for the project [Insert Project Name]. Please find attached the certificate of insurance and any other relevant documentation as requested.

The details of the insurance coverage are as follows:

- Policy Holder: [Insert Policy Holder Name]
- Insurance Company: [Insert Insurance Company Name]
- Policy Number: [Insert Policy Number]
- Coverage Amount: [Insert Coverage Amount]
- Policy Effective Date: [Insert Start Date]
- Policy Expiration Date: [Insert End Date]

If you require any additional information or further documentation, please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your attention to this matter. I look forward to your confirmation of receipt.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]