

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our standard practices, we are reaching out to remind you that your insurance certificate is due for renewal on [Insert Renewal Date]. To ensure that we maintain compliance and uphold the quality of our partnership, we kindly request that you provide us with a copy of the renewed insurance certificate at your earliest convenience.

Please send the updated certificate to [Your Email Address] or [Your Fax Number]. If you have any questions or require assistance in this process, do not hesitate to contact us at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]