

Supplier Insurance Compliance Notification

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

We are writing to inform you of our requirements regarding insurance compliance as part of our standard operating procedures. As a valued supplier, it is essential that you maintain adequate insurance coverage to protect both parties against potential risks.

Please provide us with the following documentation:

- Certificate of Insurance (COI)
- General Liability Insurance
- Workers' Compensation Insurance
- Automobile Liability Insurance (if applicable)

These documents must be received no later than [Insert Deadline]. Failure to provide this information may result in a review of our ongoing relationship.

If you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]