

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Subject: Reminder for Insurance Documentation

Dear [Supplier Name],

This is a friendly reminder that we require updated insurance documentation for our records. Our records indicate that your current insurance policy is set to expire on [Expiration Date]. Please provide the updated documentation by [Due Date] to ensure continued compliance.

Thank you for your prompt attention to this matter. If you have any questions or require assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]