

Supplier Insurance Terms Review

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring compliance and managing risk effectively, we are conducting a review of the insurance terms associated with our partnership.

We kindly request that you provide us with the following documentation:

- Certificate of Insurance
- General Liability Insurance Policy
- Workers' Compensation Insurance Policy
- Auto Liability Insurance Policy (if applicable)
- Professional Liability Insurance Policy (if applicable)

These documents should be submitted by [Insert Deadline Date]. If you have any questions or need further clarification regarding our requirements, please do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]