

Insurance Coverage Review Letter

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to initiate a review of the insurance coverage related to the [Project Name] construction project. As we progress through the different phases of the project, it is essential to ensure that all insurance policies are up-to-date and adequate to cover potential risks and liabilities.

Please provide the latest copies of the following insurance policies:

- General Liability Insurance
- Workers' Compensation Insurance
- Builder's Risk Insurance
- Professional Liability Insurance
- Automobile Insurance

Additionally, we would like to discuss coverage limits, exclusions, and any endorsements that may be relevant to our project. It is crucial that we align on these terms to mitigate any potential risks and ensure the project proceeds without interruption.

We propose to schedule a meeting to discuss this review further. Please let us know your availability for a meeting within the next two weeks.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]