

LETTER REQUESTING VENDOR CERTIFICATE OF INSURANCE

DATE

[Vendor's Name]

[Vendor's Street Address]

[Vendor's City, State, and Zip Code]

Dear [Recipient's last name]

Re: **Request for Certificate of Insurance**

This is to inform you that in order for our strawberries supplier contract to be approved, we require a Certificate of Insurance evidencing the following

- List all applicable insurance policies for example;
- Professional Liability \$1,000,000 (errors & omissions)
- General liability coverage with minimum limits of \$1,000,000
- Motor vehicle liability \$1,000,000.
- etc.

Kindly ask your insurance agent to fax the certificate to _____ Attn: _____

Please note: The certificate is due prior to the actual work start date as indicated in our service agreement.

Additionally, we require your insurance company to sign and date below, acknowledging that they will notify us by calling [phone number] or email [email address], if the insurance is canceled or modified.

Insurance Agent Signature _____ Date: _____

If you have any questions regarding this letter, feel free to contact me at [phone number] or email [email address]

Sincerely

Signature

Name

Position

Enclosed with this letter: **Our service agreement**