

Dear [Client Name],

Welcome to [Company Name]. We are pleased to have you as a client and look forward to working with you.

To ensure you have the necessary documentation for your operations, this letter outlines our standard process for requesting a Certificate of Insurance (COI).

How to Submit a Request:

- Email your request to: [Email Address]
- Or use our online portal at: [URL]

Required Information:

Please provide the following details with every request to avoid delays:

- Certificate Holder Name and Address
- Specific insurance limits required
- Additional Insured requirements (if any)
- Project name or contract number

Processing Time:

Standard requests are processed within [Number] business days. For urgent requests, please include "URGENT" in the subject line.

If you have any questions regarding your coverage or the request process, please contact your account manager at [Phone Number].

Best regards,

[Your Name]
[Your Title]
[Company Name]