

[Date]

[Vendor Contact Name]  
[Vendor Company Name]  
[Vendor Address]  
[City, State, Zip Code]

**Subject: Update to Vendor Insurance Requirements**

Dear [Vendor Contact Name],

We are writing to inform you that [Your Company Name] has recently updated its insurance requirements for all active vendors and service providers. These changes are effective as of [Effective Date].

To ensure continued compliance with our partnership agreement, please review the updated requirements listed below:

- **General Liability:** [New Minimum Amount, e.g., \$1,000,000 per occurrence]
- **Professional Liability:** [New Minimum Amount, if applicable]
- **Workers' Compensation:** [Statutory Limits]
- **Additional Insured:** [Your Company Name] must be named as an additional insured on the policy.
- **Notification:** [Number] days advance notice of cancellation or material change.

Please provide an updated Certificate of Insurance (COI) reflecting these changes no later than [Due Date]. You may submit the document via email to [Email Address] or upload it to our vendor portal at [URL].

Failure to provide the updated documentation by the deadline may result in payment delays or the temporary suspension of services. We appreciate your prompt attention to this matter and your continued partnership.

If you or your insurance broker have any questions regarding these updates, please contact [Name/Department] at [Phone Number].

Sincerely,

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