

[Date]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Subject: NOTICE OF OWNERSHIP CHANGE AND UPDATED INSURANCE REQUIREMENTS

Dear [Contact Person Name],

Please be advised that effective [Date of Change], the ownership of [Company/Property Name] has changed. As a result of this transition, we are updating our records and require all active contractors to provide an updated Certificate of Insurance (COI) reflecting our new legal requirements.

Please ensure that your insurance broker issues a new certificate that meets the following criteria:

- **Certificate Holder:** [New Legal Entity Name and Full Address]
- **Additional Insured:** [New Legal Entity Name] and [Parent Company/Management Name, if applicable] must be named as Additional Insureds.
- **Coverage Limits:** [Specify any changes to General Liability, Workers Comp, or Umbrella limits, or write "Maintain current limits as per existing contract"].

Please submit the updated certificate via email to [Email Address] or by mail to the address listed above no later than [Deadline Date]. Failure to provide an updated certificate may result in a delay of payments or suspension of work.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[New Company Name]