

BUSINESS CORRESPONDENCE

OFFICIAL POLICY & COVERAGE CLARIFICATION

DATE: September 19, 2026

REF: INS-REQ-2026

SUBJECT

Insurance requirements for [project name]

Hi [Client name],

Thanks for sending the insurance requirements. My certificate of insurance is attached, showing [coverage and limits].

One item to talk through: the contract asks for [30] days' notice of cancellation. A certificate can't promise that, because notice is governed by the policy itself. I've asked my broker whether a notice-of-cancellation endorsement is available for [Client legal name].

If it isn't, would you accept wording where I notify you within [10] days of receiving any notice of cancellation, and send an updated certificate at each renewal?

Thanks,

[Your name]

[Your Title / Organization]