

Sample Form Letter - ON YOUR LETTERHEAD

Date

Your vendor/contractor's name

And address

Re: Contract # or description of work

Dear

As a condition of doing business with our company, we would like to request that you provide us with a completed IRS form W-9 and the following insurance information.

Evidence of Commercial General Liability Insurance with limits of liability not less than \$ \_\_\_\_\_

Endorsement to General Liability Policy naming our company as an additional insured.

Evidence of Workers Compensation Insurance.

Thank you for your assistance.

Yours truly,