Sehgal Smith  
The Manager, Jaylin Plastics,  
NOHK Stars Heights, NYC, USA.

 20th April 20XX

Mark Pompeo  
The Director, Kamal Industries  
54757 DCM Street, NYC, USA.

Re. Request for Certificate of Insurance

Dear Sir,

It is brought to your kind attention that I am the manager at **Jaylin** Plastics. I am writing to you on behalf of the company. Our director along with his other team members signed a contract with your company in which your designs shall be used for our manufacturing. The deal went well, and it is realized as a very well-conceived project contract. The company has no muddle point to go ahead with this contract. The contract has been signed but the company has a reservation in which it feels the need for a certificate of insurance.

The company’s want for the certificate of insurance is made based on certain significant factors. Binding in contract with your company means to share certain values in common which means there is a dire requirement to know about the certain liabilities and coverage under which your company stands. To avoid any later complication and rely more on the policy of insurance that your company keeps, I, on behalf of the company request you to provide me with a copy of your certificate of insurance.

Our company keeps the firm belief that everything should be settled and well-perceived at the beginning of every contract or project. Our mutual contract with each other has no other point of perplexing but to get a copy of the certificate of insurance. As the proposal for the contract was made by your side and the offer thus was accepted later, I hope it justifies looking at the certificate of insurance. Jaylin Plastic Company presents itself for any kind of intelligibility and transparency.

I hope you can provide the certificate at your priority to make it supplementary.

Thank you in anticipation.

Sincerely

(Signature)