

**SAMPLE  
LETTER OF REQUEST**

*(Independent Contractor or Individual)*

Gentlemen:

A requirement of our Diocesan master insurance program is for all independent contractors, who provide services or perform work at our location, to be insured and provide us with physical evidence of general liability insurance coverage, in an amount not less than \$1,000,000 combined single limit, as well as verification of your current Workers' Compensation coverage.

Please have your insurance agent forward to the undersigned a general liability certificate of insurance. This certificate must list the names of the insuring compan(ies), the policy numbers, effective dates, and limits of coverage specific to each policy. *(Name of your Parish/Institution)* is to be listed as the certificate holder. Your policy MUST also be endorsed to name the following entities as ADDITIONAL INSUREDS:

- (1) the "Bishop of Cleveland"
- (2) the "Roman Catholic Diocese of Cleveland" and
- (3) *(Name of your Parish/Institution)*.

Please have your agent forward the certificate directly to my attention within fifteen (15) days of receipt of this letter. I ask that you also furnish us with a copy of your current Certificate from the State of Ohio Bureau of Workers' Compensation. Failure to provide this documentation may void the contract we have with your company.

Thank you for your prompt attention to this matter.

Sincerely,