Company Letter Head

To : The Underwriting Manager

Date:

Dear Sir/Madam

**INSURED :**

**CONTRACT TITLE :**

**CONTRACT PERIOD :**

As requested, this is to formally inform you that as from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_,

there have been no claims in relation to the above-mentioned project.

We undertake to indemnify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ should there be any claim during the period \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for your kind attention.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised Signature & Company’s Stamp