

[Your Company Letterhead]

Date: \_\_\_\_\_

To,

[Recipient's Name]

[Recipient's Designation]

[Recipient's Company Name]

[Recipient's Address]

## **Subject: Request for Third Party Indemnity**

Dear [Recipient's Name],

We are writing to formally request a Third Party Indemnity in relation to [briefly state the subject, e.g., the services provided, contract reference, or event].

As part of our agreement, we kindly request that your organization provide an indemnity confirming that all liabilities, losses, damages, claims, or expenses arising from third party actions or omissions in connection with the above-referenced work will be fully covered by your company.

Please issue an indemnity letter at your earliest convenience, clearly stating your acceptance of responsibility for any such claims and your commitment to indemnify and hold [Your Company Name] harmless from any resulting costs or actions.

Should you have questions or require further information, please contact us at [contact information]. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Contact Information]