

# Penske Truck Leasing Co., LP

Route #10, Green Hills, PO Box 563, Reading PA – 19603

## Certificate of Insurance Request

**WE ARE A PAPERLESS ENVIRONMENT - PLEASE SEND FAX OR EMAIL ONLY**

**Customer Name:**

**Customer #:**

**Policy # :**

Dear Agent,

In accordance with the Vehicle Agreement with **Penske Truck Leasing Co., L.P. and its partners**, our mutual customer is required to provide primary auto insurance for the vehicles rented.

Kindly send me a certificate of insurance as soon as possible. The certificate should evidence the following:

1. Auto Liability Limits – \$1 Million Minimum. (Any combination of Primary/Excess is acceptable)
2. Physical Damage – including Comprehensive and Collision Deductibles.
3. **Penske Truck Leasing Co., L.P.**, named as an Additional Insured and a Loss Payee for all vehicles Rented
4. Please reference Penske's customer account number listed above
5. Please FAX or E-mail the Cancellation Notice (or) Re-Instatement Notice. (If applicable)

Your assistance and prompt attention to this request is greatly appreciated, should you have any questions or concerns, please feel free to contact me at the number listed below.

Sincerely,

<Sender Name>

Penske Truck Leasing Co LP

Phone: <TEL#>

Fax : <FAX#>

E-mail: <email id>

**Customer Satisfaction – Together we can make it happen.**