

**Villas of Leon Valley**  
Villas of Leon Valley Limited Partnership  
7101 Huebner Road  
Leon Valley, Texas 78240  
Phone: (210) 522-1548

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Dear Valued Vendor,

After reviewing our records, we discovered the certificate of liability insurance on file for your business has expired. We would like to request a current certificate of liability insurance. Villas of Leon Valley requires that the “description of operations” and “certificate holder” areas of the certificate be completed as follows:

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / .....**

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**CERTIFICATE HOLDER**

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The minimum general liability and worker’s compensation coverage is \$1,000,000 per occurrence and accident.

If you have any questions regarding our request for an updated certificate of liability insurance then please call our leasing office at (210) 522-1548 and ask to speak with the property manager. We appreciate your assistance as it relates to our request.

Thank you,

Property Manager