

Insurance Compliance Reminder

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

This letter serves as a reminder regarding your insurance compliance as per our subcontract agreement dated [Insert Agreement Date]. As of today, our records indicate that we have not received the required insurance certificates.

Please ensure that you provide us with the following insurance documentation:

- General Liability Insurance
- Workers' Compensation Insurance
- Professional Liability Insurance (if applicable)

All insurance certificates should name [Your Company Name] as an additional insured and must be sent to us by [Insert Deadline Date]. Failure to provide the necessary documentation may result in a delay or suspension of work.

If you have already submitted the documents, please disregard this notice. If you have any questions, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]