

# Subcontractor License Evidence Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Company Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We hope this message finds you well. In accordance with our contractual agreement and compliance requirements, we kindly request that you provide us with a copy of your subcontractor license evidence. This documentation is essential for our records and ensures that we remain compliant with the industry regulations.

Please submit the requested documents by [Insert Deadline]. Should you have any questions or require assistance, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]