

Subcontractor License Validation Notice

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

This notice is to inform you that your subcontractor license is due for validation. As part of our compliance procedures, we require the following documentation to be submitted for verification:

- Copy of the current subcontractor license
- Proof of insurance
- Any additional certifications relevant to your trade

Please submit these documents by [Insert Due Date] to ensure uninterrupted services. If you have any questions or require assistance, feel free to contact us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]