

Subcontractor Licensing Compliance Check

Date: [Insert Date]

To: [Subcontractor Name]
[Subcontractor Address]
[City, State, Zip Code]

Dear [Subcontractor Name],

We are conducting a compliance check for all subcontractors to ensure that all necessary licenses and certifications are current and valid. This is a reminder of your obligation to comply with the licensing requirements as per our agreement.

Please provide the following documents by [Insert Deadline]:

- Copy of current business license
- Proof of any necessary trade licenses
- Certificates of insurance
- Any additional documentation required by state or local laws

Failure to submit the required documentation by the deadline may result in a suspension of your subcontracting services.

Thank you for your immediate attention to this matter. Please feel free to contact us at [Insert Contact Information] should you have any questions.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]