

Subcontractor Licensing Documentation Request

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company's Name]

Subject: Request for Licensing Documentation

Dear [Subcontractor's Name],

We hope this message finds you well. As part of our ongoing commitment to compliance and quality assurance, we request that you provide us with the necessary licensing documentation required for our records.

Please include the following documents:

- Current Business License
- Certificate of Insurance
- Worker's Compensation Insurance Certificate
- Any Relevant Certification or Qualifications

We appreciate your prompt attention to this matter and kindly ask that you submit the documentation by [Insert Deadline]. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]