

Subcontractor Compliance Review

Date: [Insert Date]

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

We are conducting a compliance review to ensure that all subcontractors meet the necessary standards and requirements as outlined in our contract. This review will cover various aspects of your operations related to our project.

Please provide us with the following documentation by [Insert Due Date]:

- Proof of insurance coverage
- Applicable licenses and permits
- Compliance with health and safety regulations
- Any relevant certifications

Additionally, we may require a site visit to review your operations in person. A member of our team will reach out to schedule this visit.

Thank you for your attention to this matter. We appreciate your cooperation in ensuring compliance with our standards.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]