

# Subcontractor Documentation Request

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Dear [Subcontractor Name],

We hope this message finds you well. In order to proceed with our ongoing project, we kindly request that you provide us with the following documentation:

- Proof of Insurance
- Licenses and Certifications
- W9 Form
- Prevailing Wage Determination (if applicable)
- Safety Compliance Records

Please submit these documents by [Insert Deadline] to ensure the timely continuation of the project.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]