

Subcontractor Compliance Check

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We are conducting a compliance check in accordance with our contractual obligations and industry standards. Please provide the following documents and information:

- Proof of insurance coverage
- Current business license
- Compliance certificates relevant to the project
- Employee safety training records
- Any previous compliance audit reports

Please submit the requested information by [Insert Deadline]. Failure to comply may impact our ongoing partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]