

Insurance Expiration Reminder

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We hope this message finds you well. This is a friendly reminder that your subcontractor insurance policy is set to expire on [Expiration Date]. To ensure that there are no lapses in coverage, we kindly ask you to provide us with an updated insurance certificate prior to the expiration date.

Please confirm that your insurance meets the requirements outlined in our contract.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]