

Date: [Insert Date]

To: [Subcontractor Name]

Attention: [Contact Person Name]

Address: [Subcontractor Address]

Subject: Notification of Risk Management Requirements and Compliance

Dear [Contact Person Name],

This letter serves as formal notification regarding the risk management protocols required for your continued engagement with [Your Company Name] on the project: **[Project Name/Contract Number]**.

To ensure project safety and operational continuity, we have identified the following risk areas that require your immediate attention and compliance:

- **Insurance Coverage:** Please provide updated Certificates of Insurance (COI) meeting the minimum limits specified in your contract.
- **Safety Documentation:** Submission of your Site-Specific Safety Plan (SSSP) and recent safety audit logs is required.
- **Regulatory Compliance:** Evidence of active licenses, permits, and adherence to [Local/Federal] safety standards.
- **Risk Mitigation Plan:** A brief outline of your internal procedures for identifying and reporting site hazards.

Please submit the required documentation via [Submission Method/Email] no later than **[Deadline Date]**. Failure to provide these documents may result in a suspension of work or a delay in processing payments.

We appreciate your cooperation in maintaining a safe and secure working environment. If you have any questions regarding these requirements, please contact [Risk Manager Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]