

[Date]

[Contractor Name]  
[Contractor Address]  
[City, State, Zip Code]

Re: Review of Independent Contractor Classification

Dear [Contractor Name],

This letter is to inform you that [Company Name] is currently conducting a periodic review of our business relationships and worker classifications to ensure compliance with current federal and state labor laws and tax regulations.

As part of this internal audit, we are reviewing your status as an Independent Contractor. Our records indicate that you provide services to the company under the following terms: [Briefly list services or contract date].

To assist us in confirming your classification, please provide the following documentation by [Deadline Date]:

- A copy of your current business license or professional certification.
- Proof of Federal Employer Identification Number (EIN).
- Evidence of independent business operations (e.g., business cards, website, or marketing materials).
- Certificates of Insurance (General Liability/Workers' Compensation) as required by our agreement.

Please be advised that this review is a standard administrative procedure and does not necessarily indicate a change in our professional relationship. Once we have reviewed the requested documents, we will notify you if any adjustments to our service agreement or classification are necessary.

If you have any questions regarding this request, please contact [Contact Person Name] at [Phone Number/Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]