

[Date]

[Tenant or Owner Name]

[Property Address]

[Unit Number]

Subject: Requirement for Licensed and Insured Contractors for Property Alterations

Dear [Name],

Regarding your request to perform alterations or improvements at the address mentioned above, please be advised that all work must be performed by a licensed and insured contractor.

Before any work commences, you are required to submit the following documentation for our review and approval:

- A copy of the contractor's valid state/local trade license.
- A Certificate of Insurance (COI) naming [Property Management/Owner Name] as an additional insured.
- A detailed written scope of work or project proposal.
- Copies of any necessary building permits required by the city/county.

Please note that the use of unlicensed contractors or "handymen" for structural, electrical, or plumbing modifications is strictly prohibited. Failure to comply with these requirements may result in a formal notice of violation and an order to cease all work immediately.

Once the requested documents are received and verified, we will provide written authorization to proceed with the project.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Phone Number]

[Email Address]