

[Property Management Company Name]
[Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Unauthorized Subcontracting / Breach of Agreement

Dear [Contact Person Name],

It has come to our attention that work performed at [Property Name/Address] on [Date] was carried out by [Subcontractor Name/Individual], who is not an employee of [Vendor Name].

Per our Service Agreement dated [Contract Date], Section [Section Number], all work must be performed directly by your staff. Subcontracting is strictly prohibited without prior written consent from [Property Management Company Name]. No such authorization was requested or granted for this project.

This unauthorized use of subcontractors poses significant risks regarding insurance coverage, liability, and quality control. Please be advised of the following requirements:

- Immediately cease all subcontracted operations related to our properties.
- Provide proof of Workers' Compensation and General Liability insurance for any individuals present on-site.
- Submit a written explanation regarding this breach of protocol by [Deadline Date].

Failure to comply with these terms or further instances of unauthorized subcontracting may result in immediate termination of our business relationship and the cancellation of any outstanding service contracts.

We expect your prompt cooperation in resolving this matter.

Sincerely,

[Your Name]
[Your Title]
[Property Management Company Name]