

Date: [Insert Date]

To: [Vendor/Contractor Name]

[Company Address]

[City, State, Zip Code]

Subject: FINAL WARNING: Missing Certificate of Liability Insurance (COI)

Dear [Contact Name],

This letter serves as a formal final warning regarding the missing Certificate of Liability Insurance (COI) for [Your Company Name/Project Name]. Despite our previous requests on [Insert Date of First Request] and [Insert Date of Second Request], we have not yet received the required documentation.

Please be advised that providing a valid COI is a mandatory requirement of your contract. Your current insurance coverage on our file has either expired or was never provided. The required coverage must include:

- General Liability: [Insert Amount]
- Workers' Compensation: [Insert Amount]
- Professional Liability: [Insert Amount (If applicable)]
- [Your Company Name] listed as "Additionally Insured"

Action Required: You must submit a valid Certificate of Insurance no later than [Insert Deadline Date].

Failure to provide this documentation by the specified deadline will result in the following actions:

- Immediate suspension of all work and site access.
- Withholding of any pending or future payments.
- Formal termination of your contract for non-compliance.

Please send the updated certificate to [Insert Email Address] or upload it to [Insert Portal Link].

We expect your immediate cooperation to resolve this matter and avoid the termination of our business relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]