

[Date]

[Vendor/Contractor Name]

[Address]

[City, State, Zip Code]

Subject: NOTICE OF SERVICE SUSPENSION - Expired Certificate of Insurance

Dear [Contact Name],

Our records indicate that your Certificate of Liability Insurance expired on [Expiration Date]. Despite previous requests, we have not yet received an updated certificate naming [Your Company Name] as an additional insured.

Per the terms of our agreement, maintaining active insurance coverage is a mandatory requirement for providing services. Consequently, your services are **suspended immediately**. You are not authorized to perform any work or enter the premises until a valid certificate is provided and verified by our office.

To lift this suspension, please provide an updated COI that meets the following requirements:

- [Requirement 1, e.g., General Liability minimum \$1,000,000]
- [Requirement 2, e.g., Workers Compensation coverage]
- [Requirement 3, e.g., [Your Company Name] listed as Certificate Holder]

Please email the updated document to [Email Address] or upload it via [Portal Link].

Once the document is received and approved, we will notify you to resume services. If you have any questions, please contact [Department/Contact Name] at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]