

**DATE:** [Date]

**TO:** [Tenant Name/Company Name]

**ADDRESS:** [Tenant Suite Number/Address]

**RE: NOTICE TO HALT CONSTRUCTION - EXPIRED WORKERS' COMPENSATION INSURANCE**

Dear [Tenant Name],

Please be advised that all build-out and construction activities at [Property Address/Suite Number] must cease immediately.

This work stoppage is due to the expiration of the Workers' Compensation Insurance policy provided by your general contractor, [Contractor Name]. Our records indicate that the coverage expired on [Expiration Date].

Per the terms of your Lease Agreement and the building's construction regulations, valid insurance coverage must be maintained at all times during the construction process to protect all parties involved. Construction may not resume until a current Certificate of Insurance (COI) demonstrating active Workers' Compensation coverage is submitted to and approved by Building Management.

Please provide the updated documentation to [Email Address/Department] as soon as possible to avoid further project delays.

Thank you for your immediate cooperation.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]