

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Contractor Name]  
[Contractor Company Name]  
[Contractor Address]  
[City, State, Zip Code]

**RE: NOTICE OF NON-COMPLIANCE AND DEMAND TO PROVIDE PROOF OF INSURANCE**

Dear [Contractor Name],

This letter serves as a formal notice regarding your failure to provide proof of the insurance coverage required under our agreement dated [Date of Contract] (the "Contract") for the project located at [Project Address].

According to Section [Section Number] of the Contract, you are required to maintain the following insurance policies:

- [Type of Insurance, e.g., General Liability]
- [Type of Insurance, e.g., Workers' Compensation]
- [Type of Insurance, e.g., Professional Liability]

As of this date, we have not received a valid Certificate of Insurance (COI) naming [Your Name/Company] as an additionally insured party. This constitutes a material breach of our agreement.

**DEMAND IS HEREBY MADE** that you provide the required Certificates of Insurance within [Number, e.g., 3] business days of the date of this letter. Failure to provide this documentation will result in the following actions:

- Immediate suspension of all work on the project site.
- Withholding of any pending or future payments.
- Potential termination of the Contract for cause.

Please forward the required documents to [Email Address] or the physical address listed above immediately to avoid further action.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]