

[Date]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

RE: Formal Requirement for Completed Operations Endorsement - [Project Name/Contract Number]

Dear [Contact Person Name],

According to the terms of the Subcontract Agreement dated [Contract Date], [Subcontractor Name] is required to maintain General Liability insurance that includes coverage for "Completed Operations."

Our records indicate that while your current Certificate of Insurance is on file, we have not yet received the specific policy endorsement confirming that [Main Contractor/Company Name] has been added as an Additional Insured for "Ongoing and Completed Operations" (ISO Form CG 20 10 and CG 20 37, or equivalent).

Please contact your insurance broker immediately to issue the required endorsement. This documentation must explicitly state that coverage for the Additional Insured remains in effect for the duration of the statute of repose following project completion.

Please submit the updated endorsement to [Email Address/Portal Link] no later than [Deadline Date]. Failure to provide this documentation may result in a withholding of progress payments as per the contract terms.

Thank you for your prompt attention to this compliance matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]