[Date]

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

RE: SECOND NOTICE - Expired or Missing Certificate of Insurance

Dear [Contact Person Name],

We are writing to follow up on our previous request dated [Date of First Notice] regarding your Certificate of Insurance (COI). As of today, we have not received the updated documentation required for your company to remain in compliance with our contract terms.

Our records indicate that the following coverage is missing or has expired:

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

Please submit a current Certificate of Insurance naming [Your Company Name] as an Additional Insured no later than [Deadline Date].

Please be advised that failure to provide valid proof of insurance may result in the suspension of work and the withholding of outstanding payments until your account is brought into compliance.

You may send the updated certificate via email to [Email Address] or upload it to our portal at [URL].

If you have already sent this documentation, please disregard this notice.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Phone Number]