FINAL NOTICE

Date: [Insert Date]

To: [Contractor Name]
Address: [Contractor Address]
City, State, Zip: [City, State, Zip]

Subject: FINAL WARNING - Non-Compliance with Certificate of Insurance Requirements

Dear [Contractor Contact Name],

This letter serves as a final formal warning regarding your failure to provide a valid Certificate of Insurance (COI) for the project/contract: [Contract Number/Name].

Our records indicate that your insurance documentation is currently [expired / insufficient / missing]. Specifically, the following requirements have not been met:

- [Requirement 1: e.g., General Liability expiration]
- [Requirement 2: e.g., Workers Compensation coverage]
- [Requirement 3: e.g., Additional Insured Endorsement]

Despite previous requests on [Date of First Notice] and [Date of Second Notice], we have not received the necessary updates. Per the terms of our agreement, maintaining active insurance coverage is a mandatory condition of your contract.

REQUIRED ACTION:
You are required to submit a compliant Certificate of Insurance no later than **[Deadline Date]**. Please email the documents to [Email Address] or upload them to [Portal Link].

CONSEQUENCES OF NON-COMPLIANCE:
Failure to provide the requested documentation by the deadline stated above will result in the following actions:

- Immediate suspension of work on-site.
- Withholding of all pending payments.
- Potential termination of your contract for cause.

We value our partnership and would prefer to resolve this matter immediately to avoid any disruption to the project schedule.

Sincerely,

[Your Name]
[Your Title]
[Company Name]