[Current Date]

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

Subject: NOTICE: Expired Certificate of Insurance - [Project Name/Contract Number]

Dear [Contact Person Name],

Our records indicate that the Certificate of Insurance (COI) for [Contractor Company Name] expired on [Expiration Date].

To comply with our contractual agreement and safety requirements, we require an updated certificate reflecting current coverage. Please provide a new COI that meets the following criteria:

- Lists [Your Company Name] as the Certificate Holder.
- Lists [Your Company Name] as an Additionally Insured party (if applicable).
- Shows active coverage for General Liability, Workers' Compensation, and Auto Liability.
- Includes the minimum coverage limits as specified in your contract.

Please email the updated document to [Email Address] or upload it to our portal at [Link] no later than [Due Date].

Please be advised that failure to provide valid proof of insurance may result in a delay of payments or temporary suspension of work on site.

Thank you for your prompt attention to this matter.

Sincerely,

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