Date: [Insert Date]

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

Project Name: [Insert Project Name/Number]
Subject: NOTICE OF NON-COMPLIANCE - Missing Required Endorsements

Dear [Contact Person Name],

We have received the Certificate of Insurance (COI) provided for the aforementioned project. Upon review, it has been determined that your insurance submission is incomplete as it is missing the specific policy endorsements required by our contract agreement.

The following mandatory endorsements were not attached to the certificate:

- **Additional Insured Endorsement:** Specifically naming [Insert Name of Entity] as an additional insured on a primary and non-contributory basis.
- **Waiver of Subrogation:** In favor of [Insert Name of Entity] for General Liability and Workers' Compensation.
- **Notice of Cancellation:** Providing [Number] days' advance notice of policy cancellation.
- [Insert other missing endorsement here, if applicable]

Please note that the Certificate of Insurance itself is not sufficient; the actual endorsement pages from your insurance policy must be provided to verify coverage.

Please submit the missing documentation to [Email Address/Department] no later than [Date]. Failure to provide compliant documentation may result in a delay of payment or suspension of work on-site.

Thank you for your prompt attention to this matter.

Sincerely,

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