
ABC Contractors Inc

55 Main Street
Sometown, PA 99999

Phone: (555) 555-5555
Fax: (555) 555-5554

Notice of Improper Insurance Coverage

DATE: 07/01/2003

TO: Attn: Greg Towne
General Contractors, Inc. **CONTRACT/PO:** Proj#1
7200 Seaview Terrace
Anywhere, US 55555-6987
Phone:555-555-9841 Fax:555-555-6314 **REQ. COVERAGE:** \$0

PROJECT: Sample Project
Sample Project #1

According to our records, the limits of General Liability Insurance or Worker’s Compensation Coverage do not meet the current limits as stated in your subcontract agreement.

We must have a current certificate with the proper limits before any funds can be released to you. Please have your agent or carrier forward to our office a current certificate showing General Liability coverage with a minimum as listed above per occurrence and Worker’s Compensation and naming us as additional insured.

We appreciate your attention to this matter. By law, we are required to have proper insurance coverage for all vendors on file.

Thank you for your cooperation in this matter.

Served By: ABC Contractors Inc

Signed: _____
John Smith