

# Sample Letter Notifying Contractor of Expiring Insurance

<DATE>

XYZ Construction Company  
Address  
City, State, Zip

RE: Contract Number: \_\_\_\_\_  
Expiring Insurance: \_\_\_\_\_

Dear Gentlemen:

Our files indicate that your \_\_\_\_\_ insurance coverage; Policy number:  
\_\_\_\_\_ will be expiring on \_\_\_\_\_.

Pursuant to the general conditions of our contract form HUD-5370 Section 36(3)c:

*If any insurance is due to expire during the construction period the contractor  
“including subcontractors if applicable” shall not permit the coverage to lapse and  
shall furnish evidence of coverage to the contracting officer.”*

If we do not receive evidence of renewed coverage before the date the current policy expires, the housing authority will have no other option but to declare a default under this contract. We request that you immediately secure renewal coverage under the expiring policy and/or another policy consistent with the specifications listed in our bid package. Otherwise, federal regulations require the housing authority to stop all work and declare this contract breached.

We require that renewal coverage documents be delivered to this office before the expiration of the current insurance so that work will not be interrupted.

We thank you for your prompt attention to this matter.

Sincerely,

Executive Director