

(Date\_

(Subcontractor name)

(Street)

(City, State, ZIP)

RE: Our Insured: (Homebuilder name)

Claimant:

Date of Loss:

Dear (Subcontractor Name),

**Attention:** Our insured, name of insured, has received a loss notice (Attached).

Your company was subcontracted to perform work at the jobsite where this loss occurred. This loss involves your operations at the jobsite.

Per the terms of the Subcontractor Agreement, you have a contractual obligation to assume the defense and indemnification of our Insured, name of insured. Furthermore, you have provided us with a Certificate of Insurance describing name of our insured as an additional Insured on your policy.

This matter requires your immediate attention. We urge you to promptly refer this loss to your insurance agent and insurance company.

Sincerely,

(Agency Name)

c: *Subcontractor's Agent*