



MIAMIBEACH

BUILDING DEPARTMENT
1700 Convention Center Drive, 2nd Floor
Miami Beach, FL, 33139

SAMPLE LETTER

THIS MUST BE ON LETTERHEAD - NO HANDWRITTEN LETTERS
GENERAL CONTRACTOR TERMINATING SUB-CONTRACTOR

Date

XYZ Sub Contractor
ATTN: Qualifier
123 Main Street
Anywhere, USA 12345

Re: Sub-Permit #(s)
Address:

Dear (Qualifier Name):

I, (Qualifier's Name) am the general contractor for the project at (address). I am notifying you that your services are hereby terminated from our project /sub permit number(s).

You are being terminated because:

You are no longer authorized to enter this property.

Owner's Signature

Printed Name

STATE OF FLORIDA

COUNTY OF DADE

Sworn to and subscribed before me this day of , 2008 by:

Printed Name of Owner

[] Personally known to me; or [] Produced Identification

Signature of Notary Public

(Seal)

If the letter is going to be hand delivered to the General Contractor, the General Contractor needs to fill out below.

Received by: Signature

Date

Printed Name