



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:

Two horizontal lines for text input.

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