

[Date]

[Recipient Name]  
[Property Address]  
[City, State, Zip Code]

**Subject: IMPORTANT: Your Home Warranty is Expiring Soon**

Dear [Recipient Name],

We are writing to notify you that your current home warranty coverage for the property located at [Property Address] is scheduled to expire on **[Expiration Date]**.

Our records indicate that your policy (Contract #[Policy Number]) currently protects your home's major systems and appliances. Once this coverage expires, you will be responsible for the full cost of any unexpected repairs or replacements.

To ensure uninterrupted protection and avoid a mandatory waiting period for new coverage, we recommend renewing your plan before the expiration date.

**Renewal Options:**

- **Online:** Visit [Website URL] and log into your account.
- **Phone:** Call our renewal department at [Phone Number].
- **Mail:** Complete and return the enclosed renewal form.

If you have any questions regarding your current coverage or would like to discuss new plan options, please contact us at your earliest convenience.

Thank you for choosing [Company Name].

Sincerely,

[Sender Name]  
[Title]  
[Company Name]  
[Contact Information]