

## **URGENT: NOTICE OF IMPENDING POLICY CANCELLATION**

Date: [Insert Date]

Policyholder Name: [Insert Name]

Policy Number: [Insert Policy Number]

Property Address: [Insert Property Address]

Dear [Insert Policyholder Name],

This letter serves as a formal warning that your homeowners insurance policy is scheduled for cancellation effective **[Insert Cancellation Date]** at 12:01 AM.

Our records indicate that your policy is being cancelled due to the following reason(s):

- [Insert Reason, e.g., Non-payment of premium / Unresolved property inspection issues / Failure to provide requested documentation]

### **How to Prevent Cancellation:**

To keep your coverage active and avoid a lapse in insurance, you must complete the following actions by **[Insert Deadline Date]**:

- [Action Item 1, e.g., Submit payment of \$XX.XX]
- [Action Item 2, e.g., Provide proof of roof repair]

If these requirements are not met by the deadline, your coverage will terminate, and we will notify your mortgage lender of the cancellation. A lapse in coverage may make it difficult to obtain insurance in the future or result in higher premiums.

If you have already addressed these requirements, please contact us immediately to confirm receipt.

Sincerely,

[Agent/Representative Name]

[Insurance Company Name]

[Phone Number]

[Email Address]