

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Policyholder Name]  
[Mailing Address]  
[City, State, Zip Code]

**RE: NOTICE OF POLICY CANCELLATION**

Policy Number: [Policy Number]  
Property Address: [Risk Address]  
Effective Date of Cancellation: [Cancellation Date]

Dear [Policyholder Name],

Please be advised that your insurance policy listed above will be cancelled effective at 12:01 A.M. on [Cancellation Date].

This action is being taken due to a recent physical inspection of your property. The inspection revealed that the risk does not meet our company's underwriting guidelines for the following reason(s):

**Reason for Cancellation:** [Insert specific details from inspection, e.g., roof condition, debris, lack of maintenance, or structural hazards].

As a result of these findings, we are unable to continue coverage. This notice serves as your formal notification of termination in accordance with state regulations and your policy provisions.

Any unearned premium will be refunded to you or your premium finance company under separate cover, if applicable.

We recommend that you contact your insurance agent immediately to assist you in obtaining alternative coverage to ensure there is no lapse in your protection.

Sincerely,

[Underwriter Name/Signature]  
Underwriting Department  
[Company Name]

CC: [Agent Name/Agency]