

## OFFICIAL NOTICE OF POLICY CANCELLATION

Date: [Date]

Policy Number: [Policy Number]

Property Address: [Full Property Address]

To: [Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Dear [Policyholder Name],

This letter serves as formal notification that your property insurance coverage for the property listed above has been cancelled effective **[Date of Cancellation]** at 12:01 A.M.

This action has been taken due to non-payment of the required premium. Our records indicate that your policy entered a grace period on [Grace Period Start Date]. As of the date of this letter, the required payment of \$[Total Amount Owed] has not been received, and your grace period has now expired.

### **Important Consequences of Cancellation:**

- You no longer have insurance coverage for fire, theft, liability, or damage to the property.
- If you have a mortgage, your lender will be notified of this cancellation. This may result in the lender purchasing "force-placed insurance" at a significantly higher cost to you.
- A lapse in coverage may make it more difficult or expensive to obtain insurance in the future.

If you have already mailed your payment, please contact our billing department immediately at [Phone Number] to verify receipt and discuss potential reinstatement options. Please note that reinstatement is not guaranteed and is subject to underwriting approval.

Sincerely,

[Name of Insurance Company]

[Department Name]

[Contact Phone Number]

CC: [Mortgage Company/Lienholder Name, if applicable]