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

Subject: Notice of Cancellation - Policy Number: [Policy Number]

Dear [Policyholder Name],

This letter serves as formal notification that your [Type of Insurance, e.g., Homeowners] insurance policy will be cancelled effective [Cancellation Date] at [Time, e.g., 12:01 AM].

This action has been taken due to non-compliance with required safety or risk management recommendations previously communicated to you on [Date of Original Recommendation Request]. Specifically, the following requirements have not been met:

- [Description of Recommendation 1]
- [Description of Recommendation 2]

Our underwriting guidelines require these improvements to be completed to maintain coverage. Because these safety measures remain outstanding, we are unable to continue providing insurance for this risk.

Any unearned premium will be refunded to you under separate cover or credited to your account according to your payment plan. We recommend that you contact an alternative insurance provider immediately to ensure there is no lapse in your coverage.

If you have proof that the work has been completed, or if you have any questions regarding this notice, please contact your agent or our customer service department at [Phone Number] prior to the cancellation date.

Sincerely,

[Sender Name/Department]
[Company Name]