

**Date:** [Current Date]

**Subject: SECOND NOTICE: Insurance Producer License Expiration and Continuing Education Requirement**

Dear [Agent Name],

This is a formal second notification regarding the upcoming expiration of your Insurance Producer License, # [License Number], which is set to expire on **[Expiration Date]**.

Our records indicate that as of [Date], you have not yet fulfilled the mandatory Continuing Education (CE) requirements necessary for renewal. To maintain your license in good standing, you must complete the following:

- Total CE Hours Required: [Total Hours]
- Ethics Credits Required: [Ethics Hours]
- Current Hours Completed: [Current Hours]

**Action Required:**

Please complete your outstanding credit hours and submit your renewal application through the [State Department of Insurance/NIPR] portal no later than [Deadline Date] to avoid a lapse in coverage and potential late fees.

Failure to renew prior to the expiration date will result in the immediate termination of your appointment and your legal authority to sell, solicit, or negotiate insurance.

If you have already completed these requirements within the last 48 hours, please disregard this notice as systems may take time to update.

Sincerely,

[Your Name/Department Name]

[Company/Agency Name]

[Phone Number]

[Email Address]