

[Date]

[Producer Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Early Notification: Insurance Producer License Renewal - [License Number]

Dear [Producer Name],

Our records indicate that your Insurance Producer License is scheduled to expire on [Expiration Date]. This letter serves as an early reminder to ensure you have sufficient time to complete the renewal process and maintain your active status.

To avoid a lapse in your authority to transact insurance business, please complete the following requirements:

- **Continuing Education (CE):** Verify that you have completed the required [Number] credit hours, including any mandatory ethics or legislative courses.
- **Renewal Application:** Submit your renewal application through the [State Department of Insurance / NIPR] portal.
- **Renewal Fee:** Pay the required fee of \$[Amount] before the deadline.

The renewal window is now open. We recommend completing this process at least 30 days prior to your expiration date to account for processing times.

If you have already submitted your renewal or have met all requirements, please disregard this notice.

Sincerely,

[Your Name/Department]

[Company/Agency Name]

[Phone Number]

[Email Address]