

URGENT: FINAL NOTICE REGARDING LICENSE STATUS

Date: [Insert Date]

To: [Agent Name]

License Number: [License Number]

Expiration Date: [Expiration Date]

RE: NOTICE OF PENDING LICENSE SUSPENSION

Dear [Agent Name],

Our records indicate that you have not yet completed the mandatory Continuing Education (CE) requirements for the current renewal period. Failure to complete these credits by [Deadline Date] will result in the immediate suspension of your professional license.

Required Actions:

- Complete [Number] remaining credit hours.
- Ensure [Specific Course Name, e.g., Ethics] is included in your completed credits.
- Submit all completion certificates via [Submission Portal/Email].

Consequences of Non-Compliance:

If the requirements are not met by the deadline stated above:

- Your license will be moved to "Suspended" or "Inactive" status.
- You must immediately cease all licensed activities and solicitations.
- You may be subject to reinstatement fees and disciplinary fines.

Please log in to [Website URL] to verify your current credit transcript and upload missing documentation. If you have already completed these courses within the last 48 hours, please disregard this notice.

Sincerely,

[Your Name/Department Name]

[Organization Name]

[Contact Phone Number]

[Contact Email Address]