

Subject: IMPORTANT: Mandatory Continuing Education and License Renewal Notice

Dear [Agent Name],

Our records indicate that your Insurance Producer License (License # [License Number]) is scheduled to expire on [Expiration Date].

To ensure there is no lapse in your authority to transact insurance, you must complete the following requirements before the deadline:

1. Continuing Education (CE) Requirements:

You are required to complete [Number of Credits] credit hours of approved continuing education. [Optional: Mention specific requirements like Ethics or Flood Insurance].

2. License Renewal Application:

Once your CE credits are posted, you must submit your renewal application and pay the required fees through the [State Department of Insurance/NIPR] portal.

Important Deadlines:

- Deadline to complete CE: [Date]
- Deadline to submit renewal application: [Date]

Failure to complete these requirements by [Expiration Date] will result in the expiration of your license, termination of company appointments, and a prohibition on soliciting or selling insurance products.

Please contact the Licensing Department at [Phone Number] or [Email Address] if you have any questions regarding your status.

Sincerely,

[Your Name/Department Name]
[Company Name]