

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Urgent - Required Signature for Terrorism Risk Insurance Act (TRIA)

Dear [Client Name],

We are writing to follow up on the Terrorism Risk Insurance Act (TRIA) disclosure form that was recently sent to you regarding your insurance policy: [Policy Number].

To date, we have not received your signed selection/rejection form. Federal regulations require that we maintain a record of your decision to either accept or decline this coverage. Please note that failure to return this form may result in [the inclusion of the coverage at an additional premium / the exclusion of terrorism coverage], depending on your specific policy terms.

Please review, sign, and return the attached document as soon as possible via one of the following methods:

- Email: [Email Address]
- Fax: [Fax Number]
- Mail: [Agency Mailing Address]

If you have already sent the document, please disregard this notice. If you have any questions or need a new copy of the form, please contact our office at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Agent Name]

[Agency Name]