

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Your Flood Insurance Policy is Expiring Soon

Dear [Policyholder Name],

We are writing to remind you that your flood insurance policy, number **[Policy Number]**, is scheduled to expire on **[Expiration Date]**.

Flood insurance provides essential protection for your property that standard homeowners insurance typically does not cover. To ensure there is no lapse in your coverage, we recommend renewing your policy as soon as possible.

Policy Details:

- **Property Address:** [Insured Property Address]
- **Renewal Premium:** \$[Amount]
- **Due Date:** [Due Date]

How to Renew:

- **Online:** Visit [Website URL] and log in to your account.
- **By Phone:** Call us at [Phone Number] to pay by credit card or check.
- **By Mail:** Send your payment to the address listed on the attached invoice.

If you have already sent your payment, please disregard this notice. If you have any questions or would like to review your coverage limits, please contact your agent at [Agent Phone Number].

Thank you for choosing [Company Name] for your insurance needs.

Sincerely,

[Sender Name/Department]

[Company Name]