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Date: [Insert Date]

Recipient Name: [Insert Policyholder Name]

Policy Number: [Insert Policy Number]

Property Address: [Insert Property Address]

Subject: SECOND REQUEST: Signature Required for Windstorm and Hail Exclusion Endorsement

Dear [Insert Policyholder Name],

We are contacting you because we have not yet received the signed Windstorm and Hail Exclusion Endorsement for your insurance policy.

As previously discussed, this endorsement acknowledges that loss or damage caused by wind or hail is excluded from your coverage. This document must be signed and returned to our office to ensure your policy remains in good standing and to prevent any potential lapse in coverage.

Action Required:

- Review the attached document titled "Windstorm and Hail Exclusion Endorsement."
- Sign and date the document where indicated.
- Return the signed copy by [Insert Due Date] via [Email/Fax/Mail].

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

Sincerely,

[Your Name/Agency Name]

[Your Title]

[Contact Information]