**Date:** [Insert Date]

**Policy Number:** [Insert Policy Number]

**Subject:** NOTICE OF PENDING CANCELLATION

Dear [Policyholder Name],

This letter is to inform you that we have not received the required premium payment for your homeowners insurance policy from your mortgage lender/escrow account.

As a result, your insurance coverage is scheduled to be cancelled effective **[Insert Cancellation Date]** at 12:01 AM if payment is not received.

**Payment Details:**
Amount Due: $[Insert Amount]
Due Date: [Insert Due Date]

Please contact your mortgage company immediately to determine why the payment was not issued. If you prefer to keep your coverage active by paying directly, you may do so via [Insert Payment Method/Website].

If payment is received before the effective date mentioned above, your coverage will continue without interruption. If your policy is cancelled, your mortgage lender will be notified, which may result in them purchasing "force-placed" insurance at a significantly higher cost to you.

If you have already made this payment, please disregard this notice.

Sincerely,

[Your Name/Company Name]
[Contact Phone Number]
[Company Website]