

[Agent Name]
[Agency Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Policyholder Name]
[Address]
[City, State, Zip Code]

Re: Urgent Notice regarding Policy #[Policy Number]

Dear [Policyholder Name],

I am writing to inform you that your [Type of Insurance, e.g., Auto/Home/Life] insurance policy has lapsed as of [Date] due to non-payment. This means you currently do not have active coverage, leaving you personally responsible for any risks or losses.

We value your business and want to help you restore your protection as quickly as possible. In many cases, we can reinstate your policy immediately once the outstanding balance is settled.

To reinstate your coverage, please take one of the following actions:

- Call our office at [Phone Number] to pay via credit card or bank transfer.
- Visit our website at [Website URL] to log in and pay your premium.
- Mail a check to the address listed at the top of this letter.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions about your premium, please contact me directly so we can discuss available options.

Please do not leave yourself or your assets unprotected. I look forward to hearing from you soon.

Sincerely,

[Agent Signature]

[Agent Printed Name]