

**Date:** [Date]

**Subject:** URGENT: NOTICE OF PENDING DRIVER'S LICENSE SUSPENSION

**Case/Policy Number:** [Reference Number]

**Driver's License Number:** [License Number]

Dear [Recipient Name],

This letter is to formally notify you that we have received notice regarding the lapse of your SR-22 financial responsibility filing. As a result, your driving privileges are scheduled for suspension effective [Suspension Date].

To avoid the suspension of your driver's license, you must take the following actions immediately:

- Renew or reinstate your auto insurance policy.
- Ensure your insurance provider electronically files a new SR-22 certificate with the Department of Motor Vehicles (DMV).
- Pay any applicable reinstatement or late fees required by the state.

Please be advised that driving with a suspended license is a legal offense that may result in fines, vehicle impoundment, or arrest. If you have already reinstated your coverage and filed the necessary paperwork, please contact our office at [Phone Number] to verify your status.

Failure to act before [Deadline Date] will result in the immediate suspension of your license.

Sincerely,

[Your Name/Organization Name]

[Department Name]

[Contact Information]