

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lending Institution Name]
[Contact Person Name]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Urgent Premium Funding Request for [Policy Number/Type]

Dear [Contact Person Name],

I am writing to formally request premium funding for the renewal of our insurance coverage, which is currently due on [Expiration Date]. This request is being made to ensure there is no lapse in coverage for our [Type of Insurance, e.g., General Liability/Property] policy.

Maintaining continuous coverage is vital to our operations and compliance requirements. Due to [briefly mention reason, e.g., current cash flow timing or upcoming project cycles], we are seeking a premium finance agreement to spread the cost of the annual premium across [Number] monthly installments.

Policy Details:

- **Insurance Carrier:** [Name of Insurance Company]
- **Total Premium Amount:** \$[Amount]
- **Policy Period:** [Start Date] to [End Date]

Please provide a funding proposal or the necessary application documents at your earliest convenience. Given the upcoming expiration date, we would appreciate an expedited review of this request to prevent any interruption in our insurance protection.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]