[Date]
[Insured Name]
[Mailing Address]
[City, State, Zip Code]

RE: PENDING CANCELLATION WARNING
Policy Number: [Policy Number]
Property Address: [Property Address]
Mortgagee Loan Number: [Loan Number]

Dear [Insured Name],

Our records indicate that the premium for the above-referenced insurance policy, which is billed to your mortgagee, **[Mortgagee Name]**, has not been received.

Please be advised that if payment is not received by **[Cancellation Date]**, your coverage will be cancelled effective at 12:01 AM on that date for non-payment of premium.

Current Amount Due: $[Amount Due]
Due Date: [Due Date]

As this policy is mortgagee-billed, we recommend you contact your mortgage company immediately to ensure payment has been issued from your escrow account. If you have already made this payment or your mortgage company has confirmed payment, please disregard this notice.

To prevent a lapse in coverage, you may also pay the premium directly by [Payment Methods, e.g., phone, online, or mail].

If you have any questions regarding this notice, please contact your agent at [Agent Phone Number] or our customer service department.

Sincerely,

[Insurance Company Name]
[Billing Department]
[Contact Phone Number]

CC: [Mortgagee Name / Lienholder]