URGENT: EXPIRATION OF INSURANCE GRACE PERIOD

Date: [Insert Date]

[Borrower Name]
[Property Address]
[City, State, Zip Code]

Loan Number: [Insert Loan Number]

Subject: Notice of Expired Insurance Policy Grace Period

Dear [Borrower Name],

Our records indicate that the property insurance policy for the address listed above has expired. We previously notified you that the grace period for renewal was ending. As of [Insert Date], we have not received proof of a renewed or active policy from your insurance carrier.

As your mortgage servicer, we are responsible for paying your insurance premiums from your escrow account. However, we cannot issue payment without a valid renewal bill or policy declaration page from an insurance provider.

Action Required Immediately:

Please contact your insurance agent today and instruct them to send the renewal information to us. You may provide this information via the following methods:

- Fax: [Insert Fax Number]
- Email: [Insert Email Address]
- Online Portal: [Insert Website URL]

Notice of Lender-Placed Insurance:

Maintaining continuous hazard insurance is a requirement of your mortgage agreement. If we do not receive proof of coverage immediately, we will be forced to purchase "Lender-Placed Insurance" for the property. Please be advised that Lender-Placed Insurance:

- May be significantly more expensive than your previous policy.
- May provide less coverage (it often protects only the structure and not personal contents).
- Will result in an increase in your monthly escrow payment.

If you have already renewed your policy or changed insurance providers, please provide us with the new policy details immediately so we can update our records and prevent further action.

If you have any questions, please contact our Customer Service Department at [Insert Phone Number].

Sincerely,

[Name of Financial Institution]
[Escrow Department/Insurance Department]