[Date]

[Property Owner Name]
[Mailing Address]
[City, State, Zip Code]

RE: IMPORTANT NOTICE REGARDING YOUR INSURANCE COVERAGE

Loan Number: [Loan Number]
Property Address: [Property Address]

Dear [Property Owner Name],

Our records indicate that the hazard insurance policy for the property listed above has expired, been canceled, or provides insufficient coverage. Under the terms of your mortgage agreement, you are required to maintain adequate insurance coverage on the property at all times.

Action Required: Please provide us with proof of valid insurance coverage immediately. You may submit your updated policy information by [Email/Fax/Web Portal].

Important Warning: If we do not receive proof of insurance within [Number] days from the date of this letter, we will purchase insurance for the property and charge the premium to your mortgage account. This is known as "Force-Placed Insurance."

Please be advised of the following regarding Force-Placed Insurance:

- **Cost:** This insurance may be significantly more expensive than coverage you can obtain on your own.
- **Limited Coverage:** This policy only protects the lender's interest in the structure. It typically does not cover your personal belongings, liability, or additional living expenses.
- **Escrow Impact:** The cost of this premium will increase your monthly mortgage payment or result in a shortage in your escrow account.

If you have already obtained a new insurance policy, please disregard this notice and provide us with the policy details as soon as possible to ensure your records are updated.

If you have any questions, please contact our Customer Service Department at [Phone Number] between the hours of [Hours of Operation].

Sincerely,

[Name of Financial Institution]
[Department Name]
[Contact Phone Number]