

[Date]

[Insured Name]

[Address Line 1]

[Address Line 2]

RE: URGENT NOTICE OF PENDING POLICY EXPIRATION

Policy Number: [Policy Number]

Expiration Date: [Date]

Dear [Insured Name],

Our records indicate that we have not yet received the premium payment for your Umbrella Liability Insurance policy. Your current coverage is scheduled to lapse on **[Date]** at **[Time]**.

An Umbrella policy provides critical protection over and above your standard auto and homeowners' limits. If this policy lapses, you will lose this extra layer of liability protection, leaving your personal assets vulnerable in the event of a major claim or lawsuit.

Payment Information:

- Amount Due: \$[Amount]
- Due Date: [Date]

To ensure your coverage remains active without interruption, please submit your payment immediately via one of the following methods:

- Online: [Website URL]
- Phone: [Phone Number]
- Mail: [Mailing Address for Payments]

If you have already sent your payment, please disregard this notice. If you have questions or would like to discuss your coverage, please contact your agent at [Agent Phone Number].

Sincerely,

[Company Name]

[Department Name]

[Contact Information]