

[Agent Name]
[Agency Name]
[Phone Number]
[Email Address]

[Date]

[Policyholder Name]
[Business Name]
[Mailing Address]

Subject: URGENT: Impending Lapse of Your Business Owner's Policy (BOP)

Dear [Policyholder Name],

We are writing to notify you that we have received a pending cancellation notice for your Business Owner's Policy, #[Policy Number], due to [Reason, e.g., non-payment].

Your current coverage is scheduled to expire on **[Cancellation Date]** at 12:01 AM. If the policy lapses, your business will no longer be protected against risks such as fire, theft, liability claims, or business interruption.

To keep your coverage active and avoid a gap in insurance, please take one of the following actions immediately:

- **Pay Online:** Visit [Carrier Website] and enter your account details.
- **Pay by Phone:** Call the carrier directly at [Carrier Phone Number].
- **Contact Us:** Call our office at [Agency Phone Number] to discuss payment options or updates to your policy.

If payment has already been sent, please disregard this notice. If not, please contact us right away to ensure your business remains protected.

Sincerely,

[Agent Signature]
[Agent Printed Name]