

[Insurance Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Policyholder Name]  
[Mailing Address]  
[City, State, Zip Code]

**RE: NOTICE OF NON-RENEWAL OF INSURANCE**

Policy Number: [Policy Number]  
Property Address: [Insured Property Address]  
Expiration Date: [Current Policy Expiration Date]

Dear [Policyholder Name],

Please be advised that [Insurance Company Name] will not be renewing your homeowners insurance policy when it expires on [Expiration Date]. As of 12:01 A.M. on this date, all coverage under the above-referenced policy will cease.

**Reason for Non-Renewal:**

This action has been taken due to a failure to provide a required certified Roof Inspection Report. Our records indicate that we previously requested this documentation to verify the age, condition, and remaining useful life of the roof at the insured location. Because this report was not received by the specified deadline, the property no longer meets our underwriting guidelines for continued coverage.

**What You Need to Do:**

- Secure replacement coverage with another insurance carrier immediately to avoid a lapse in protection.
- If you have a mortgage, notify your lender of your new insurance details to ensure compliance with your loan agreement.
- If you have recently completed the inspection, please submit the report to [Email/Portal Address] immediately for a potential reconsideration of this notice.

If you have any questions regarding this notice or wish to discuss the specific requirements for reinstatement, please contact your insurance agent or our customer service department at [Phone Number].

Sincerely,

[Name/Signature]

[Title]

[Insurance Company Name]