

**Date:** [Insert Date]

**To:** [Practitioner Name]

[Address Line 1]

[Address Line 2]

**Subject:** URGENT: Missing State License Renewal Documentation

Dear [Practitioner Name],

Our records indicate that your professional state license for [State Name] expired on [Expiration Date]. As of today, we have not received the updated documentation required to maintain your professional liability coverage.

To ensure there is no lapse in your insurance coverage and to remain compliant with our policy requirements, please provide a copy of your renewed license or a verification of renewal from the state board immediately.

Please submit the documentation via one of the following methods:

- **Email:** [Insert Email Address]
- **Fax:** [Insert Fax Number]
- **Online Portal:** [Insert URL if applicable]

Failure to provide this documentation by [Insert Deadline Date] may result in the suspension or termination of your professional liability policy.

If you have already renewed your license and submitted this information, please disregard this notice or contact us at [Insert Phone Number] to confirm receipt.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]