

Subject: URGENT: Notice of Pending Lapse of Life Insurance Policy #[Policy Number]

Dear [Policyholder Name],

We are writing to inform you that your term life insurance policy, number [Policy Number], is at risk of lapsing. As of [Current Date], we have not received the premium payment that was due on [Due Date].

Your policy is currently in its grace period. To ensure your coverage remains active and your beneficiaries remain protected, a payment of \$[Amount Due] must be received by [Lapse Date].

What happens if your policy lapses?

If payment is not received by the date listed above, your coverage will terminate. This means that in the event of your passing, no death benefit will be paid to your beneficiaries. Reinstating a lapsed policy may require a new medical exam and could result in higher premium rates.

How to make a payment:

- Online: [Website Link]
- Phone: [Phone Number]
- Mail: Send a check to [Mailing Address]

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship or have questions regarding your policy, please contact our customer service team immediately at [Phone Number].

Sincerely,

[Sender Name]
[Company Name]
[Department Name]