

## **URGENT: NOTICE OF PAST DUE PREMIUM**

Date: [Insert Date]

Recipient Name: [Insert Tenant Name]

Address: [Insert Property Address]

Policy Number: [Insert Policy Number]

Dear [Insert Tenant Name],

This letter is to inform you that we have not yet received the premium payment for your renters insurance policy, which was due on [Insert Due Date].

**Current Amount Due: \$[Insert Amount]**

It is critical that you make this payment immediately to avoid a lapse in coverage. If your policy is canceled for non-payment, your personal belongings will no longer be protected against theft, fire, or damage. Additionally, you may be in violation of your lease agreement, which requires active renters insurance.

Please submit your payment via one of the following methods:

- Online: [Insert Website Link]
- Phone: [Insert Phone Number]
- Mail: [Insert Mailing Address]

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our office immediately to discuss payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Contact Information]