

Date: [Insert Date]

Policy Number: [Insert Policy Number]

Subject: Notice of Pending Cancellation for Non-Payment of Premium

Dear [Policyholder Name],

This is an important notice regarding your Renters Insurance policy. Our records indicate that we have not received your payment for the current billing period.

As a result, your policy is scheduled to be cancelled effective **[Insert Cancellation Date]** at 12:01 AM, unless the total past due amount is received before that time.

Payment Details:

- **Past Due Amount:** \$[Insert Amount]
- **Due Date to Avoid Cancellation:** [Insert Deadline Date]

To keep your coverage active and avoid a lapse in insurance, please make a payment immediately via one of the following methods:

- Online at: [Insert Website URL]
- By phone at: [Insert Phone Number]
- By mail to: [Insert Mailing Address]

If payment has already been sent, please disregard this notice. If your policy is cancelled, any claims filed for incidents occurring after the cancellation date will not be covered.

If you have any questions or are experiencing financial hardship, please contact our customer service department at [Insert Phone Number] to discuss available options.

Sincerely,

[Sender Name/Department]
[Insurance Company Name]