

## **URGENT: NOTICE OF PENDING POLICY LAPSE**

Date: [Insert Date]

Recipient Name: [Insert Policyholder Name]

Policy Number: [Insert Policy Number]

Property Address: [Insert Insured Address]

Dear [Insert Policyholder Name],

This letter is to inform you that we have not yet received the premium payment for your renters insurance policy. Your coverage is currently scheduled to lapse on **[Insert Expiration/Cancellation Date]** at 12:01 AM due to non-payment.

To ensure your personal belongings and liability protection remain active, a payment of **[\$[Insert Amount Due]** must be received by **[Insert Due Date]**.

### **Consequences of a Policy Lapse:**

- Loss of coverage for personal property theft or damage.
- Loss of personal liability protection.
- Potential violation of your lease agreement with your landlord.
- Possible higher premiums when reapplying for insurance in the future.

### **How to Pay:**

- Online: [Insert Website URL]
- Phone: [Insert Phone Number]
- Mail: [Insert Mailing Address for Payments]

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

Sincerely,

[Insert Company Name]

[Insert Department Name]

[Insert Contact Information]