

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

RE: NOTICE OF PENDING CANCELLATION

Policy Number: [Policy Number]

Property Address: [Insured Property Address]

Expiration Date: [Original Expiration Date]

Dear [Policyholder Name],

Our records indicate that we have not yet received the renewal premium payment for your flood insurance policy. As a result, your coverage is currently in its grace period and is scheduled to be cancelled.

Cancellation Date: [Cancellation Date at 12:01 AM]

To avoid a lapse in coverage and to ensure your property remains protected, we must receive your payment of \$[Amount Due] no later than [Payment Due Date].

How to Pay:

- **Online:** Visit [Website URL] to pay by credit card or e-check.
- **Phone:** Call [Phone Number] to process your payment.
- **Mail:** Send your check payable to [Company Name] to [Billing Address].

Please note that if your premium is paid through a mortgage escrow account, you should contact your lender immediately to ensure the payment has been sent. If you have already mailed your payment, please disregard this notice.

Failure to renew your flood insurance may result in a gap in coverage and could be a violation of your mortgage agreement if flood insurance is a requirement of your loan.

Sincerely,

[Agent/Company Name]

[Customer Service Phone Number]

[Email Address]