

[Date]

[Borrower Name]
[Co-Borrower Name]
[Mailing Address]
[City, State, Zip Code]

Subject: IMPORTANT: NOTICE OF EXPIRED HAZARD INSURANCE

Loan Number: [Loan Number]
Property Address: [Property Address]

Dear [Borrower Name],

Our records indicate that the hazard insurance policy for the property listed above expired on [Expiration Date]. To date, we have not received evidence of a renewal or a new policy from your insurance agent.

Under the terms of your mortgage agreement, you are required to maintain active hazard insurance on your property at all times. This coverage is necessary to protect both your interests and ours in the event of a loss.

What you need to do:

Please contact your insurance agent immediately and ask them to send a copy of your new policy or a certificate of insurance to us. You may provide this information via one of the following methods:

- **Email:** [Email Address]
- **Fax:** [Fax Number]
- **Mail:** [Mailing Address for Insurance Documents]

Important Warning: Lender-Placed Insurance

If we do not receive proof of insurance coverage, we may be forced to purchase insurance on your behalf. This is known as "Lender-Placed Insurance." Please be aware that:

- Lender-placed insurance is often significantly more expensive than insurance you can buy yourself.
- It may provide less coverage (for example, it typically does not cover personal belongings or liability).
- The cost of this insurance will be charged to your escrow account or added to your monthly mortgage payment.

If you have already renewed your policy or have obtained coverage through a different provider, please disregard this notice and ensure the proof of insurance has been sent to us.

If you have any questions, please contact our Customer Service Department at [Phone Number].
Our hours of operation are [Hours].

Sincerely,

[Company Name]
[Department Name]