

DATE: [Insert Date]

TO:

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: NOTICE OF FORCE-PLACED FLOOD INSURANCE

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

Our records indicate that the flood insurance policy for the property listed above has expired, been cancelled, or provides insufficient coverage. Under the National Flood Insurance Act, flood insurance is required for this property because it is located in a Special Flood Hazard Area (SFHA).

Federal law requires us to ensure that flood insurance is maintained for the life of your loan. As we previously notified you on [Date of First Notice] and [Date of Second Notice], we requested that you provide proof of active coverage. Since we have not received this documentation, we have purchased a flood insurance policy on your behalf (force-placed insurance).

Details of Force-Placed Coverage:

- **Insurance Provider:** [Insert Insurance Company Name]
- **Policy Number:** [Insert Policy Number]
- **Coverage Amount:** \$[Insert Amount]
- **Effective Date:** [Insert Date]
- **Annual Premium Cost:** \$[Insert Amount]

The cost of this premium has been charged to your [Escrow Account / Loan Balance]. Please note that force-placed insurance is often more expensive than insurance you can purchase on your own and may provide less comprehensive coverage.

How to Cancel This Policy:

We will cancel this force-placed policy and refund any overlapping premiums if you provide us with proof of your own flood insurance. Your proof of insurance must show the property address, policy number, coverage amount, and effective dates. Please send your proof of insurance to:

[Insert Submission Address/Email/Fax Number]

If you have questions, please contact our Customer Service Department at [Insert Phone Number].

Sincerely,

[Lender Name]

[Department Name]