

[Date]

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

RE: Notice of Force-Placed Insurance Activation

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

Dear [Borrower Name],

Our records indicate that the hazard insurance policy for the property listed above has expired, been canceled, or provides insufficient coverage as required by your mortgage agreement. Despite our previous requests, we have not received proof of valid insurance coverage.

As a result, we have purchased "force-placed" insurance on your behalf, effective [Effective Date].

Please be advised of the following regarding this insurance:

- **Cost:** The annual premium for this policy is \$[Amount]. This cost will be charged to your escrow account or added to your loan balance.
- **Limited Coverage:** This policy protects the lender's interest in the structure only. It does not provide personal liability coverage or protection for your personal belongings.
- **Higher Cost:** This insurance may be significantly more expensive than insurance you can obtain on your own.

How to cancel this insurance:

You may cancel this force-placed insurance at any time by providing us with proof of your own insurance coverage. Once we receive a copy of your new policy declarations page showing coverage effective from [Date of Lapse], we will cancel the force-placed policy and refund any unearned premiums to your account.

Please send proof of insurance to:

[Lender Name/Insurance Department]
[Address]
[Fax Number/Email/Website Portal]

If you have any questions, please contact our Customer Service Department at [Phone Number] between the hours of [Hours of Operation].

Sincerely,

[Sender Name/Department]
[Lender Name]