

Date: [Date]

Recipient Name: [Borrower Name]

Property Address: [Property Address]

Loan Number: [Loan Number]

Subject: NOTICE OF PLACEMENT OF INSURANCE

Dear [Borrower Name],

This letter is to inform you that we have purchased insurance on your property located at [Property Address] and will charge you for the cost of this insurance. This is known as "force-placed insurance."

Our records indicate that your previous insurance policy expired on [Expiration Date] or was cancelled on [Cancellation Date], and we have not received proof of a new or renewal policy despite our previous requests sent on [Date of First Notice] and [Date of Second Notice].

Insurance Details:

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

Please be advised that force-placed insurance:

- May be significantly more expensive than insurance you can purchase yourself.
- May provide less coverage than a policy you purchase yourself (for example, it typically does not cover personal belongings or liability).

We will cancel this insurance if you provide us with evidence that you have purchased your own hazard insurance. Evidence must include a copy of the declarations page for your policy showing the coverage amounts, effective dates, and [Lender Name] listed as the mortgagee/loss payee.

Once we receive proof of your own insurance, we will refund any premiums for force-placed insurance that overlap with your own policy coverage.

Please send proof of insurance to:

[Lender Name / Insurance Department]

[Mailing Address]

[Fax Number/Email Address]

If you have any questions, please contact our customer service department at [Phone Number].

Sincerely,

[Lender Name/Representative Name]