

Date: [Insert Date]

Recipient Name: [Insert Policyholder Name]

Policy Number: [Insert Policy Number]

Property Address: [Insert Property Address]

**Subject: Action Required: Missing Documentation for Flood Insurance
Application/Renewal**

Dear [Insert Policyholder Name],

We are currently processing your flood insurance [application/renewal] for the property listed above. Upon reviewing your file, we found that certain information is missing or incomplete.

To ensure your coverage remains active and to finalize your premium calculation, please provide the following documents:

- [Insert Document Name, e.g., Elevation Certificate]
- [Insert Document Name, e.g., Photographs of All Sides of Property]
- [Insert Document Name, e.g., Proof of Primary Residence]
- [Insert Document Name, e.g., Signed Application Form]

Please submit these documents by **[Insert Due Date]**. You can send them via:

Email: [Insert Email Address]

Fax: [Insert Fax Number]

Mail: [Insert Mailing Address]

Failure to provide this information by the deadline may result in a delay in coverage, a higher premium rate, or the cancellation of your policy.

If you have already sent these documents or have any questions, please contact our customer service department at [Insert Phone Number].

Sincerely,

[Insert Your Name/Department]

[Insert Company Name]