

[Date]
[Borrower/Customer Name]
[Address]
[City, State, Zip Code]

RE: Notice of Adverse Action - Failure to Provide Proof of Insurance

Dear [Borrower/Customer Name],

We are writing to inform you that we have taken adverse action regarding your [Account Number/Loan Agreement] for the following property/collateral: [Description of Property/Vehicle].

Our records indicate that you have failed to provide valid proof of insurance coverage as required by the terms of your agreement dated [Date of Agreement]. Specifically, the following information is missing or expired:

- [List missing requirement, e.g., Policy Declaration Page]
- [List missing requirement, e.g., Proof of Renewal]

Action Taken:

As a result of this failure to maintain or provide proof of insurance, we have initiated the following action:

[Insert Action: e.g., Placement of Lender-Placed Insurance / Suspension of Credit Line / Acceleration of Loan]

Please note that if lender-placed insurance has been issued, the cost of this premium may be significantly higher than insurance you could obtain on your own, and it may provide less coverage.

How to Resolve This Issue:

To rectify this situation, please provide a current insurance certificate or policy declaration page showing [Company Name] as the loss payee/additional insured to the following address:

[Submission Address/Email/Fax]
[Phone Number]

If you have already submitted this documentation, please contact us immediately to update our records.

Sincerely,

[Your Name/Department]
[Company Name]