

**Date:** [Date]

**Policy Number:** [Policy Number]

**Property Address:** [Insured Property Address]

**Subject: NOTICE OF PENDING LANDLORD INSURANCE POLICY CANCELLATION**

Dear [Policyholder Name],

This letter serves as formal notification that your landlord insurance policy for the property listed above is scheduled for cancellation effective [**Cancellation Date**] at 12:01 AM.

**Reason for Cancellation:**

[Insert Reason, e.g., Non-payment of premium / Underwriting requirements not met / Property condition]

**How to Prevent Cancellation:**

To keep your coverage active and avoid a lapse in protection, you must complete the following action(s) by [**Deadline Date**]:

- [Action Item 1, e.g., Remit payment of \$0.00]
- [Action Item 2, e.g., Submit requested property inspection photos]

If the requirements above are not met by the specified deadline, your coverage will terminate, and any claims occurring after the cancellation date will not be covered. Please note that if you have a mortgage on this property, your lienholder will be notified of this cancellation, which may result in "force-placed" insurance at a significantly higher cost to you.

If you have already addressed this matter, please disregard this notice. If you have any questions or wish to discuss this further, please contact our customer service department at [Phone Number] or your agent at [Agent Name/Phone].

Sincerely,

[Name/Department]

[Insurance Company Name]