

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: URGENT: Contact Our Agency Immediately Regarding Bond Adjustments

Dear [Client Name],

We are writing to remind you of the importance of maintaining an accurate and up-to-date bond. As your circumstances or contractual requirements change, your current bond coverage may no longer be sufficient.

Please contact our agency immediately if you require any of the following adjustments:

- Increase or decrease in the total bond amount
- Changes to the bonded principal's name or entity structure
- Updates to the obligee information
- Extensions to the bond term or expiration date

Failure to adjust your bond to meet current requirements could result in a lapse in coverage, legal non-compliance, or a breach of contract.

Our team is ready to process these changes for you quickly. Please call us at [Phone Number] or email us at [Email Address] at your earliest convenience.

Sincerely,

[Your Name/Agent Name]

[Agency Name]

[Agency Phone Number]