

Date: [Current Date]

To: [Policyholder Name]

Address: [Street Address]

City, State, Zip: [City, State, Zip]

Subject: IMPORTANT NOTICE - Your Fidelity Bond Policy Is Approaching Expiration

Dear [Policyholder Name],

This letter is to inform you that your current Fidelity Bond insurance policy, number [Policy Number], is scheduled to expire on [Expiration Date].

To ensure that your organization remains protected against losses resulting from fraudulent or dishonest acts, it is important to initiate the renewal process as soon as possible. Maintaining continuous coverage is essential for your financial security and may be a requirement for your regulatory compliance.

Next Steps:

- Review your current coverage limits and update them if your business needs have changed.
- Complete the attached renewal application form.
- Submit the updated documentation to our office no later than [Due Date].

If you have already submitted your renewal paperwork or if you have questions regarding your coverage, please contact your account representative at [Phone Number] or via email at [Email Address].

Thank you for choosing [Insurance Company Name] for your bonding needs. We look forward to continuing our partnership.

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]