

## **URGENT: FINAL EXPIRATION NOTICE**

Date: [Insert Date]

To: [Policyholder Name]

Address: [Street Address]

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

Re: Final Notice of Expiration for Scheduled Property

Policy Number: [Insert Policy Number]

Expiration Date: [Insert Expiration Date]

Dear [Policyholder Name],

Our records indicate that your insurance coverage for the scheduled property listed below is set to expire on **[Insert Expiration Date]**. Despite previous notifications, we have not received your renewal instructions or payment.

### **Scheduled Property Details:**

- Item Description: [Insert Description, e.g., Jewelry, Fine Art, Equipment]
- Serial Number/ID: [Insert ID if applicable]
- Scheduled Amount: \$[Insert Amount]

If action is not taken by 11:59 PM on the expiration date, your coverage will lapse. This means that any loss or damage occurring after this time will not be covered by your policy.

To maintain your coverage and avoid a gap in protection, please contact us immediately at [Insert Phone Number] or visit our website at [Insert Website URL] to process your renewal.

If you have already sent your payment or renewed your policy, please disregard this notice.

Sincerely,

[Agent/Company Name]

[Department Name]

[Contact Information]