

Business Insurance Coverage Interruption Notification

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that there has been an interruption in your business insurance coverage due to [brief explanation of the reason, e.g., non-payment, policy changes, etc.]. This interruption may affect your coverage and benefits.

Specifically, the following changes have occurred:

- [Detail 1]
- [Detail 2]
- [Detail 3]

We recommend that you contact us immediately to discuss your options and prevent any further issues. You can reach our office at [Phone Number] or [Email Address]. Our team is available to assist you during [Office Hours].

We appreciate your prompt attention to this matter and look forward to assisting you in resolving it.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Phone Number]

[Company Email Address]