

Important Notification Regarding Your Liability Insurance Policy

Date: [Insert Date]

Policyholder Name: [Insert Name]

Policy Number: [Insert Policy Number]

Dear [Policyholder Name],

We hope this message finds you well. We are writing to inform you that your liability insurance policy, with policy number [Insert Policy Number], has lapsed as of [Insert Lapse Date].

We recommend that you take immediate action to renew your policy to ensure that you remain protected against potential liabilities.

Please contact our office at [Insert Contact Information] if you have any questions or need assistance with the renewal process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Insurance Company Name]

[Your Name]

[Your Title]

[Your Contact Information]