

# Important Notification: Insurance Policy Lapse Prevention

Dear [Policyholder's Name],

We hope this message finds you well. We are writing to inform you about the status of your insurance policy (Policy Number: [Policy Number]). It has come to our attention that the payment for your policy is overdue and may result in a lapse of coverage.

To prevent any disruption in your insurance coverage, we encourage you to make your payment of [Amount Due] by [Due Date]. If you have already sent your payment, please disregard this notice.

If you are facing any issues or have questions, please feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email]. We are here to help you.

Thank you for your attention to this matter. We value you as a customer and appreciate your prompt action to ensure continuous coverage.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]