

URGENT: Insurance Policy Lapse Alert

Dear [Policyholder's Name],

We are writing to inform you that your insurance policy #[Policy Number] is at risk of lapsing due to non-payment of the premium. To avoid any interruption in your coverage, please ensure that your payment is processed by [Due Date].

If you have already made your payment, please disregard this message. Otherwise, we urge you to take immediate action to prevent any loss of coverage.

For your convenience, you can make your payment online through our website or contact our customer service at [Customer Service Phone Number] for assistance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company's Contact Information]