

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Company
Address
City, State Zip Code

Re:

Dear :

Please be advised that the insurance policy on the mobile home occupied by Name expired on Date. Please provide us with proof of insurance within ten (10) days from the date of this letter. If you have any questions or if I can be of assistance in any way, please don't hesitate to call.

Sincerely,

BY:

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