

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

Name	Date	Return address:
Address Line		Company
City, State Zip Code		Address Line 1
		Address Line 2
		City, State Zip Code

Re: Pending Cancellation of Life Insurance Policy

Dear :

Currently your insurance premiums are six weeks past due. If the past due premiums are not received in this office by Date, your life insurance policy will be cancelled without further notice.

Thank you for your assistance in this matter.

Sincerely,

N A M E