

NOTICE OF LAPSE LETTER

,

Subject: Notice of Lapse -

Dear :

I am writing to bring to your attention the status of your , which is currently in a state of lapse due to non-payment. As of , we have not received your payment. The lapse in payment has resulted in the suspension of effective immediately.

To reinstate your , please submit the outstanding payment of \$ by .

If you have already made the payment, we sincerely apologize for any inconvenience this notice may have caused. In that case, please disregard this letter.

However, if you require any assistance regarding the circumstance that led to the lapse, we are here to assist you. Please contact our customer service at or .

Thank you for your prompt attention to this matter. We value your business and look forward to continuing to serve your needs in the future.

Sincerely,