Notice of Acceptance

Subject: Company Name – Notice of Acceptance - Date

Dear (client name), 

Please see the attached Notice of Acceptance for (company name).

Thank you!

**Cancellation/Monthly Payment:**

(949) 271-6380

**For further payment assistance, you may call:**

(949)-386-2411 (Robert Thompson)

(949)-619-6083 (Mark Reed)

**Customer Support: 877-893-7629**  
  
**Certificate requests: call 949-880-0110 for immediate assistance or email** [certificates@pbibinc.com](mailto:certificates@pbibinc.com)

**Please visit our website at** [pbibins.com](https://pbibins.com/)

\* \* \*

Please use this email when sending the following notices:

ACH Cover Cover Letter

Welcome Letter - Acceptance

Notice of Acceptance and Assignment

Payment Coupon Cover Letter

Subject: Company Name – Payment Coupon Cover Letter - Date

Dear (client name), 

Please see the attached Payment Coupon Cover Letter for (company name). 

Thank you!

**Cancellation/Monthly Payment:**

(949) 271-6380

**For further payment assistance, you may call:**

(949)-386-2411 (Robert Thompson)

(949)-619-6083 (Mark Reed)

**Customer Support: 877-893-7629**  
  
**Certificate requests: call 949-880-0110 for immediate assistance or email** [certificates@pbibinc.com](mailto:certificates@pbibinc.com)

**Please visit our website at** [pbibins.com](https://pbibins.com/)

Statement Billing Cover Letter

Subject: Company Name – Statement Billing Cover Letter - Date

Dear (client name), 

Please see the attached Statement Billing Cover Letter for (company name). 

Thank you!

**Cancellation/Monthly Payment:**

(949) 271-6380

**For further payment assistance, you may call:**

(949)-386-2411 (Robert Thompson)

(949)-619-6083 (Mark Reed)

**Customer Support: 877-893-7629**  
  
**Certificate requests: call 949-880-0110 for immediate assistance or email** [certificates@pbibinc.com](mailto:certificates@pbibinc.com)

**Please visit our website at** [pbibins.com](https://pbibins.com/)

Paid in Full Letter

Subject: Company Name – Statement Billing Cover Letter - Date

Dear (client name), 

Please see the attached Paid in Full Letter for (company name). 

Thank you!

**Cancellation/Monthly Payment:**

(949) 271-6380

**For further payment assistance, you may call:**

(949)-386-2411 (Robert Thompson)

(949)-619-6083 (Mark Reed)

**Customer Support: 877-893-7629**  
  
**Certificate requests: call 949-880-0110 for immediate assistance or email** [certificates@pbibinc.com](mailto:certificates@pbibinc.com)

**Please visit our website at** [pbibins.com](https://pbibins.com/)

Reinstatement Request

Subject: Company Name – Request for Reinstatement - Date

Dear (client name), 

Please see below Notice of Request for Reinstatement from the financing company for (company name). 

Thank you!

**Cancellation/Monthly Payment:**

(949) 271-6380

**For further payment assistance, you may call:**

(949)-386-2411 (Robert Thompson)

(949)-619-6083 (Mark Reed)

**Customer Support: 877-893-7629**  
  
**Certificate requests: call 949-880-0110 for immediate assistance or email** [certificates@pbibinc.com](mailto:certificates@pbibinc.com)

**Please visit our website at** [pbibins.com](https://pbibins.com/)

Notice of Reinstatement

Subject: Company Name – Notice of Reinstatement - Date

Dear (client name), 

Please see the attached Notice of Reinstatement for (company name). 

Thank you!

**Cancellation/Monthly Payment:**

(949) 271-6380

**For further payment assistance, you may call:**

(949)-386-2411 (Robert Thompson)

(949)-619-6083 (Mark Reed)

**Customer Support: 877-893-7629**  
  
**Certificate requests: call 949-880-0110 for immediate assistance or email** [certificates@pbibinc.com](mailto:certificates@pbibinc.com)

**Please visit our website at** [pbibins.com](https://pbibins.com/)

Notice of Intent to Cancel

Subject: Company name – Notice of Intent to Cancel – Policy Number - Date

Dear (client name),

**PBIB has received a Notice of Intent to Cancel from your insurance carrier. To avoid cancellation, please make your monthly payment immediately.**

**Pay the Premium Finance Company ($due amount) until (due date)**

Please complete the "EFT Authorization," to set up an automatic draft payment for your monthly payments.

Please send the completed EFT Authorization to PBIB: Email: insure@pbibinc.com Fax: 949-340-8412

**HOW TO SUBMIT YOUR PAYMENT AND STOP THE CANCELLATION OF INSURANCE COVERAGE:**

* **To make a payment: Call the Premium Finance Co. directly at (phone number of financing co)**
* **Premium Finance Company: (name of financing company)**
* **Your Account Number: (account number)**

Attached is the Electronic Funds Transfer (EFT) form to set up your account for recurring payments. Please complete the form and email it back to enroll your account. The EFT will help you to avoid late charges and the cancellation of your insurance coverage.

**Cancellation/Monthly Payment:**

(949) 271-6380

**For further payment assistance, you may call:**

(949)-386-2411 (Robert Thompson)

(949)-619-6083 (Mark Reed)

**Customer Support: 877-893-7629**  
  
**Certificate requests: call 949-880-0110 for immediate assistance or email** [certificates@pbibinc.com](mailto:certificates@pbibinc.com)

**Please visit our website at** [pbibins.com](https://pbibins.com/)

Notice of Intent to Cancel – Follow up

Subject: Company Name – Notice of Intent to Cancel – Follow up - Date

Dear (client name),

We hope this message finds you well. PBIB has received a Notice of Intent to Cancel from your insurance carrier. To prevent cancellation, please promptly make your monthly payment.

**Payment Instructions:**

* **Pay the Premium Finance Company: ($Due Amount) by (Due Date)**
* **Call Premium Finance Co.: (Phone Number of Financing Co.)**
* **Company: (Name of Financing Company)**
* **Your Account Number: (Account Number)**

To set up automatic payments and avoid future cancellations, kindly complete the attached "EFT Authorization" form. Send the completed form to PBIB via email at insure@pbibinc.com or fax at 949-340-8412.

**Cancellation/Monthly Payment:**

(949) 271-6380

**For further payment assistance, you may call:**

(949)-386-2411 (Robert Thompson)

(949)-619-6083 (Mark Reed)

**Customer Support: 877-893-7629**  
  
**Certificate requests: call 949-880-0110 for immediate assistance or email** [certificates@pbibinc.com](mailto:certificates@pbibinc.com)

**Please visit our website at** [pbibins.com](https://pbibins.com/)

Notice of Cancellation

Subject: Company Name – Notice of Cancellation - Date

Dear (client name),

**PBIB is reaching out to inform you that we received a notice of cancellation from your Finance Company.**

**THIS REQUIRES YOUR IMMEDIATE ATTENTION:** Please pay the premium finance company, and request reinstatement immediately. If you pay within 30 days of the effective cancellation date, it is possible to reinstate the policy.

To avoid cancellation in the future, you have the option to set up an automatic draft payment. To create a hassle-free payment, you may call our office or your financing company for further assistance.

Attached is the Electronic Funds Transfer (EFT) form to set your account for automatic draft payments. Please complete the form and email it back to set up your account. Thank you and have a great day!

**Cancellation/Monthly Payment:**

(949) 271-6380

**For further payment assistance, you may call:**

(949)-386-2411 (Robert Thompson)

(949)-619-6083 (Mark Reed)

**Customer Support: 877-893-7629**  
  
**Certificate requests: call 949-880-0110 for immediate assistance or email** [certificates@pbibinc.com](mailto:certificates@pbibinc.com)

**Please visit our website at** [pbibins.com](https://pbibins.com/)

Notice of Cancellation – Follow Up

Subject: Company Name – Notice of Cancellation – Follow up - Date

Dear (client name),

Good Day!

We wanted to bring to your attention that we have received a Notice of Cancellation from your finance company regarding your policy with PBIB.

**THIS REQUIRES YOUR IMMEDIATE ATTENTION:** Kindly make the necessary payment to your finance company and request reinstatement promptly. Reinstating the policy is possible if payment is made within 30 days of the effective cancellation date.

To prevent future cancellations, we offer the option of setting up automatic draft payments.

Attached is the Electronic Funds Transfer (EFT) form to facilitate the setup of automatic draft payments. Kindly complete the form and email it back to us to initiate the process.

We are looking forward to updating the payment.

Thank you and have a great day!

**Cancellation/Monthly Payment:**

(949) 271-6380

**For further payment assistance, you may call:**

(949)-386-2411 (Robert Thompson)

(949)-619-6083 (Mark Reed)

**Customer Support: 877-893-7629**  
  
**Certificate requests: call 949-880-0110 for immediate assistance or email** [certificates@pbibinc.com](mailto:certificates@pbibinc.com)

**Please visit our website at** [pbibins.com](https://pbibins.com/)

Cancellation Endorsement

Subject: Company Name – Cancellation Endorsement - Date

Dear (client name), 

Please see the attached Cancellation Endorsement for (company name). 

Thank you!

**Cancellation/Monthly Payment:**

(949) 271-6380

**For further payment assistance, you may call:**

(949)-386-2411 (Robert Thompson)

(949)-619-6083 (Mark Reed)

**Customer Support: 877-893-7629**  
  
**Certificate requests: call 949-880-0110 for immediate assistance or email** [certificates@pbibinc.com](mailto:certificates@pbibinc.com)

**Please visit our website at** [pbibins.com](https://pbibins.com/)

Sending LPR Form

Subject: Company Name – Cancellation Request Form - Date

Dear (client name), 

Please see the attached Lost Policy Release (LPR) Form for (company name). Kindly complete this form and send it back to us.

Thank you!

**Cancellation/Monthly Payment:**

(949) 271-6380

**For further payment assistance, you may call:**

(949)-386-2411 (Robert Thompson)

(949)-619-6083 (Mark Reed)

**Customer Support: 877-893-7629**  
  
**Certificate requests: call 949-880-0110 for immediate assistance or email** [certificates@pbibinc.com](mailto:certificates@pbibinc.com)

**Please visit our website at** [pbibins.com](https://pbibins.com/)