

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the renewal of my [specific coverage type] cover letter, which is due to expire on [expiration date].

I have greatly appreciated the support and services provided by [Company/Organization Name] over the past year and would like to continue my coverage without interruption. Please let me know if there are any forms or additional information you require to process the renewal. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]