

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Policy Renewal Notification

Dear [Recipient Name],

We hope this letter finds you well. We are writing to inform you that your policy with us, policy number [Policy Number], is due for renewal on [Renewal Date].

To ensure uninterrupted coverage and to continue enjoying the benefits of our services, please review the enclosed renewal terms and conditions.

If you have any questions or would like to discuss your coverage options, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for choosing [Your Company Name]. We appreciate your business and look forward to serving you in the upcoming term.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]