

[Date]

[Recipient Name]  
[Property Address]  
[City, State, Zip Code]

**Subject: IMPORTANT: Your Home Warranty is Expiring Soon**

Dear [Recipient Name],

This is a courtesy reminder regarding your home warranty coverage for the property located at [Property Address]. Our records indicate that your current policy, number [Policy Number], is scheduled to expire on **[Expiration Date]**.

To avoid a lapse in coverage and ensure your home's major systems and appliances remain protected against unexpected repair costs, we recommend renewing your policy before the expiration date.

**Current Coverage Details:**

- Policy Number: [Policy Number]
- Expiration Date: [Expiration Date]
- Coverage Level: [Plan Name/Type]

**How to Renew:**

- **Online:** Visit [Website URL] and log into your account.
- **Phone:** Call our renewal department at [Phone Number].
- **Mail:** Complete and return the enclosed renewal form.

If you have already renewed your policy, please disregard this notice. If you have any questions regarding your coverage or the renewal process, please contact our customer service team.

Sincerely,

[Your Name/Company Name]  
[Department Name]  
[Phone Number]  
[Email Address]