[Date]

[Client Name]
[Business Name]
[Street Address]
[City, State, Zip Code]

Subject: Important: Your Business Owner's Policy (BOP) Renewal & Savings Opportunity

Dear [Client Name],

Your Business Owner's Policy (Policy #[Policy Number]) is scheduled to expire on [Expiration Date]. We want to ensure your business remains fully protected without any lapse in coverage.

We have completed a preliminary review of your renewal. Based on current market rates and your business history, you may be eligible for additional savings this year. We would like to discuss potential discounts, such as:

- Bundling additional coverage options
- Safety and security equipment credits
- Updated risk assessment adjustments

To ensure you have the best possible rate and the most accurate coverage, please contact us at [Phone Number] or [Email Address] by [Deadline Date].

If you would prefer to renew as-is, please sign the attached renewal form and return it to our office.

Thank you for choosing [Agency/Company Name] to protect your business.

Sincerely,

[Your Name]
[Your Title]
[Agency Name]