

[Company Header/Logo]

[Date]

[Insured Name]

[Business Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Confirmation of Auto-Renewal for Policy #[Policy Number]

Dear [Insured Name],

This letter serves as formal confirmation that your Commercial Property Insurance policy for the property located at **[Property Address]** has been automatically renewed.

Renewal Details:

- **New Policy Period:** [Start Date] to [End Date]
- **Total Renewal Premium:** \$[Amount]
- **Payment Method:** [Direct Debit / Credit Card on File / Invoiced]
- **Next Payment Date:** [Date]

Your existing coverage limits and deductibles will remain in effect unless you have requested specific changes. Please find the updated Policy Declaration Page and Summary of Coverage attached for your records.

We recommend reviewing your policy documents to ensure that the building valuations and business personal property limits still accurately reflect your current business needs.

If you have any questions regarding this renewal or wish to make adjustments to your coverage, please contact your account manager at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Sender Name]

[Title]

[Insurance Company/Agency Name]