

[Date]

[Insured Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Automatic Policy Renewal

Dear [Insured Name],

This letter is to confirm that your General Liability insurance policy has been automatically renewed for the upcoming term.

Policy Details:

- **Policy Number:** [Policy Number]
- **Renewal Period:** [Start Date] to [End Date]
- **Insurance Carrier:** [Carrier Name]
- **Annual Premium:** [Premium Amount]

The terms and conditions of your policy remain in effect. Your renewal documents, including the updated Certificate of Insurance and declarations page, are attached to this letter.

Payment Information:

As this is an automatic renewal, your premium will be processed using the payment method currently on file on [Date]. No further action is required from you at this time.

Please review the attached documents carefully. If you have any questions regarding your coverage or if there have been significant changes to your business operations that may affect your risk profile, please contact us at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Agent Name/Agency Name]

[Title]

[Company Name]