

Subject: Important: Notice of Policy Expiration and Exit Survey Invitation

Dear [Client Name],

We are writing to formally acknowledge that your policy [Policy Number] for [Type of Service/Insurance] is scheduled to expire on [Expiration Date].

As part of our offboarding process, we would like to thank you for the opportunity to have served you. Your account will remain active until the expiration date, after which coverage will cease.

**Next Steps:**

- Review your final statement attached to this email.
- Ensure all outstanding claims or administrative tasks are submitted by [Date].
- Download any necessary documents from your portal before [Portal Access End Date].

**We Value Your Feedback**

To help us improve our services, we invite you to complete a brief exit survey. Your feedback is anonymous and will take less than five minutes.

Please click the link below to start the survey:

[Start Exit Survey](#)

If you have questions regarding this expiration or wish to discuss renewal options, please contact your account manager at [Phone Number] or reply to this email.

Best regards,

[Your Name/Company Name]

[Department Name]

[Contact Information]