[Date]

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

RE: Notice of Non-Renewal of Business Liability Insurance

Policy Number: [Policy Number]
Expiration Date: [Date of Policy Expiration]

Dear [Policyholder Name],

This letter serves as formal notice that [Insurance Company Name] will not be renewing your Business Liability Insurance policy, [Policy Number], when it expires on [Date of Policy Expiration].

Coverage under this policy will terminate at 12:01 AM on the expiration date listed above. We recommend that you contact an insurance agent or broker immediately to secure alternative coverage to ensure there is no gap in your business protection.

The reason for this non-renewal is: [Insert Reason, e.g., Change in underwriting guidelines / Claim history / Discontinuation of specific line of business].

If you have any questions regarding this notice or wish to discuss this decision, please contact your agent, [Agent Name], at [Agent Phone Number] or contact our customer service department at [Phone Number].

Thank you for your past business.

Sincerely,

[Name of Authorized Representative]
[Title]
[Insurance Company Name]