

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Reminder: Policy Renewal and Request for Information Update

Dear [Recipient Name],

We are writing to remind you that your policy [Policy Number] is scheduled to expire on [Expiration Date]. We value your continued trust and would like to ensure that your coverage remains active without interruption.

To provide you with the most accurate renewal quote and to ensure your coverage meets your current needs, please review and update the following information if any changes have occurred over the past year:

- Contact information (Phone number and email address)
- Mailing or physical address
- Recent upgrades or changes to the insured property/assets
- Changes in usage or risk factors

If there are no changes, please simply confirm your intent to renew by [Deadline Date].

Next Steps:

You can complete your renewal and update your details by:

- Logging into your account at [Website URL]
- Replying to this email with your updated information
- Calling our service team at [Phone Number]

Please note that failure to renew by [Expiration Date] may result in a lapse of coverage.

Thank you for choosing [Company Name]. We look forward to serving you for another term.

Sincerely,

[Your Name/Department]

[Company Name]

[Phone Number]