

[Your Name]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name]  
[Recipient Title]  
[Insurance Agency/Company Name]  
[Address]  
[City, State, Zip Code]

**Subject: Annual Policy Review and Business Inquiry - Policy Number(s): [Your Policy Number(s)]**

Dear [Recipient Name],

I am writing to request a formal annual review of my current insurance policies held with your company. As we approach the renewal period, I would like to ensure that my coverage levels remain appropriate for my current needs and that I am utilizing all available cost-saving opportunities.

I would like to schedule a brief meeting or call to discuss the following:

- A comprehensive summary of my current coverage and limits.
- Updates on any changes in my circumstances that may affect my risk profile.
- Verification of all applicable discounts or loyalty programs.
- Quotes for potential adjustments or additional riders.

Additionally, I have a few specific business inquiries regarding [mention specific topic, e.g., new property coverage, liability updates, or claims processes]. I would appreciate it if you could provide updated information or documentation regarding these matters.

Please let me know your availability for a review session over the next two weeks. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]