

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Annual Policy Renewal and Introduction of Your Dedicated Agent

Dear [Client Name],

Thank you for choosing [Company Name] for your insurance needs. We are writing to inform you that your policy, number [Policy Number], is scheduled for renewal on [Renewal Date].

To ensure you continue to receive the highest level of personalized service, we are pleased to introduce [Agent Name] as your Dedicated Insurance Agent. [Agent Name] will be your primary point of contact for any questions regarding your coverage, claims, or policy updates.

Your Dedicated Agent's Contact Information:

- Name: [Agent Name]
- Phone: [Agent Phone Number]
- Email: [Agent Email Address]

Your renewal documents are enclosed with this letter. Please review the updated terms and premium details. If you would like to schedule a brief review to ensure your current coverage still meets your lifestyle or business needs, [Agent Name] is available to assist you.

No action is required if you wish to renew automatically under the current terms. Your new policy period will begin on [Start Date].

We value your business and look forward to serving you for another year.

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Company Name]