

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Your Annual Insurance Policy Review

Dear [Client Name],

I hope this letter finds you well.

At [Agency Name], we want to ensure that your insurance coverage continues to meet your needs as your life changes. It is time for your annual policy review to make sure you have the right protection at the best possible rate.

Since we last spoke, have you experienced any major life events, such as:

- Purchasing a new home or completing renovations?
- Buying a new vehicle or high-value personal items?
- Starting a business or changing jobs?
- Changes in your household (marriage, new baby, etc.)?

If any of these apply, or if you simply want to review your current discounts, please contact us to schedule a brief phone call or meeting.

You can reach us at [Phone Number] or [Email Address]. We are available [Days/Hours of Operation].

Thank you for trusting us with your insurance needs. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Title]

[Agency Name]