

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Annual Review of Your Insurance Policy - Potential Cost Savings

Dear [Client Name],

It is time for your annual insurance policy review. Our goal is to ensure you have the best possible coverage at the most competitive rates available in the current market.

As markets change and new discounts become available, we may be able to reduce your premiums or improve your coverage terms. We would like to review your current policy for:

- Updated property valuations or vehicle usage.
- Eligibility for new multi-policy or loyalty discounts.
- Adjustments to deductibles to lower monthly costs.
- Changes in your lifestyle or business that may impact your risk profile.

Please contact our office at [Phone Number] or [Email Address] by [Date] to schedule a brief 10-minute consultation. If we do not hear from you, we will proceed with the standard renewal of your existing policy.

We appreciate your continued business and look forward to helping you save on your insurance costs.

Sincerely,

[Your Name]
[Your Title]
[Company Name]