

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Subject: Upcoming Renewal and Annual Policy Review - [Policy Number]**

Dear [Client Name],

Your insurance policy for [Policy Type/Property Name] is scheduled for renewal on [Renewal Date].

To ensure you continue to have the appropriate level of protection at the most competitive rate, I would like to schedule a brief annual review. During this review, we will discuss any changes in your circumstances that may affect your coverage, such as:

- Major purchases or home improvements
- Changes in household members or drivers
- New safety features or security systems
- Eligibility for new discounts

Please contact my office at [Phone Number] or reply to this email to set up a time for your review. If your information remains unchanged, your renewal will process automatically with the updated premium reflected in your upcoming statement.

Thank you for choosing [Insurance Company Name] for your insurance needs. I look forward to speaking with you soon.

Sincerely,

[Agent Name]

[Agent Title]

[Agency Name]

[Phone Number]

[Email Address]