

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

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

Subject: Reminder: Your Auto Insurance Policy #[Policy Number] is expiring soon

Dear [Recipient Name],

We hope you are doing well. This is a friendly reminder that your auto insurance policy with [Company Name] is scheduled to expire on [Expiration Date].

We value having you as a customer and want to ensure you continue to enjoy uninterrupted coverage and peace of mind on the road. Renewing is quick and easy.

Policy Details:

Policy Number: [Policy Number]
Expiration Date: [Expiration Date]
Renewal Premium: [Amount]

To renew your policy, you can:

- Log in to your account at [Website URL].
- Call us directly at [Phone Number].
- Visit our office at [Address].

If you have any questions about your coverage or would like to review potential discounts, please don't hesitate to reach out. We are here to help!

Thank you for choosing [Company Name].

Sincerely,

[Your Name/Signature]
[Title]