

[Date]

[Policyholder Name]

[Address]

[City, State, Zip Code]

Subject: Upcoming Life Insurance Policy Renewal - [Policy Number]

Dear [Policyholder Name],

This is a friendly reminder that your life insurance policy with [Company Name] is scheduled to renew on **[Renewal Date]**.

To ensure your coverage remains active without interruption, please review your current policy details below:

- **Policy Number:** [Policy Number]
- **Coverage Amount:** [Amount]
- **Renewal Premium:** [Amount]
- **Due Date:** [Date]

If you have automatic payments set up, no further action is required. If you pay manually, please ensure your payment is received by the due date to prevent any lapse in protection.

If you wish to make changes to your beneficiaries, increase your coverage, or update your contact information, please contact your agent at [Agent Phone Number] or visit our online portal at [Website URL].

Thank you for choosing [Company Name] for your insurance needs.

Sincerely,

[Sender Name/Department]

[Company Name]

[Phone Number]