

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

[Date]

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

**Subject: Friendly Reminder: Upcoming Renewal of Your Commercial Policy #[Policy Number]**

Dear [Client Name],

We hope your business is doing well. This is a friendly reminder that your commercial insurance policy is scheduled for renewal on **[Expiration Date]**.

To ensure that your business remains protected without any gaps in coverage, we would like to review your current policy with you. This is a great time to discuss any changes in your operations, equipment, or staffing that may affect your coverage needs.

**Action Requested:**

- Review the attached renewal summary.
- Notify us of any significant business changes over the past year.
- Confirm your intent to renew by **[Deadline Date]**.

If you would like to schedule a brief call to go over your options or if you have any questions regarding your premium, please contact us at **[Phone Number]** or **[Email Address]**.

Thank you for choosing **[Your Company Name]** to protect your business. We look forward to continuing our partnership.

Sincerely,

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