

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Important Reminder: Your Umbrella Policy Renewal

Dear [Client Name],

This letter is to inform you that your Personal Umbrella Liability Insurance policy, number [Policy Number], is scheduled to expire on [Expiration Date].

Your Umbrella policy provides an essential layer of protection over your primary auto and homeowners insurance. Maintaining this coverage is vital to ensuring your assets remain protected against unexpected major claims or lawsuits.

Renewal Details:

- **Policy Number:** [Policy Number]
- **Expiration Date:** [Expiration Date]
- **Renewal Premium:** \$[Amount]

To ensure continuous coverage without any gaps, please review the enclosed renewal documents. If there have been any significant changes in your life over the past year-such as purchasing new property, adding a teen driver, or acquiring new high-value assets-please let us know so we can adjust your coverage accordingly.

Next Steps:

If you are set up for automatic payments, no further action is required. Otherwise, please submit your payment by [Due Date] via [Payment Method/Link].

If you have any questions regarding your renewal or would like to review your current limits, please contact us at [Phone Number] or [Email Address].

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

Sincerely,

[Agent Name]

[Agency Name]