

[Date]

[Client Name]

[Company Name]

[Street Address]

[City, State, Zip Code]

Dear [Client Contact Name],

Congratulations on reaching another anniversary with [Your Agency/Company Name]. We are writing to express our sincere appreciation for your continued trust and partnership over the past [Number] year(s).

As your business continues to grow and evolve, we remain committed to providing you with the comprehensive coverage and personalized service you deserve. Protecting [Company Name] is our top priority, and we value the opportunity to support your ongoing success.

In honor of your policy anniversary, we would like to schedule a brief review to ensure your current coverage still aligns with your business goals and any recent changes in your operations. We will be reaching out to you shortly, or you may contact us at [Phone Number] at your earliest convenience.

Thank you again for choosing us as your commercial insurance partner. We look forward to many more years of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Company Name]