

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Celebrating Your Policy Anniversary - Policy #[Policy Number]

Dear [Client Name],

It is a pleasure to congratulate you on your upcoming policy anniversary on [Date]. We are honored that you have chosen [Company Name] to protect what matters most to you for another year.

Your loyalty is the foundation of our business. As a token of our appreciation for your continued trust, we would like to offer you a complimentary [Policy Review/Loyalty Discount/Consultation] to ensure your coverage still aligns perfectly with your current lifestyle and goals.

We have enclosed a summary of your current benefits for your records. If your circumstances have changed-such as a new home, a change in marital status, or a career move-now is an excellent time to update your information.

Thank you for being a valued member of our family. We look forward to serving you for many years to come.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]