

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Subject: Annual Renewal of Policy #[Policy Number]

Dear [Policyholder Name],

We are writing to celebrate your policy anniversary and to inform you that it is time to renew your coverage. Thank you for choosing [Company Name] for your insurance needs over the past year.

Your current policy is scheduled to renew on [Renewal Date]. Attached to this letter, you will find your updated policy documents and the premium details for the upcoming term.

Renewal Summary:

- Policy Type: [Policy Type]
- Renewal Date: [Date]
- New Premium Amount: [Amount]
- Payment Due Date: [Date]

This is also an excellent time to review your coverage. If you have had any major life changes, such as a new address, a change in marital status, or new purchases, please let us know so we can ensure your protection remains adequate.

To continue your coverage without interruption, please complete your payment via [Payment Method/Link] by [Due Date]. If you are enrolled in automatic payments, no further action is required.

If you have any questions, please contact your agent at [Phone Number] or email us at [Email Address].

Sincerely,

[Sender Name]

[Title]

[Company Name]