

[Date]

[Insured Name]

[Insured Address]

[City, State, Zip Code]

**RE: Notice of Policy Renewal and Pollution Liability Extension Endorsement**

Policy Number: [Policy Number]

Effective Date: [Renewal Date]

Dear [Insured Name],

We are pleased to inform you that your insurance policy is scheduled for renewal effective [Renewal Date].

This letter serves as formal notice regarding the **Pollution Liability Extension Endorsement** attached to your renewed policy. This endorsement extends coverage for bodily injury, property damage, and cleanup costs resulting from specific pollution incidents, subject to the limits, terms, and conditions defined in the policy schedule.

**Key Details of the Endorsement:**

- **Extension Type:** Pollution Liability
- **Limit of Liability:** \$[Amount]
- **Deductible/Retention:** \$[Amount]
- **Retroactive Date:** [Date]

Please review the enclosed endorsement documents carefully to ensure the scope of coverage meets your operational requirements. Note that this extension may be subject to specific reporting requirements and exclusions regarding gradual seepage or pre-existing conditions.

Your updated policy documents and premium invoice are enclosed. To ensure uninterrupted coverage, please submit your payment by [Due Date].

If you have any questions regarding this endorsement or wish to discuss your coverage limits, please contact your agent at [Phone Number] or [Email Address].

Sincerely,

[Underwriter Name/Representative Name]

[Insurance Company Name]

[Department]