

[Date]

[Recipient Name]

[Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Annual Review of Key Person Insurance Coverage for [Company Name]

Dear [Recipient Name],

It is time for our annual review of your company's Key Person Insurance policies. As your business evolves, it is essential to ensure that your coverage remains aligned with your current valuation, debt obligations, and the roles of your critical employees.

The purpose of this review is to evaluate:

- **Employee Roles:** Have there been changes in responsibilities for insured individuals, or are there new team members whose loss would significantly impact business operations?
- **Financial Valuation:** Has the company's revenue or market value increased, requiring a higher level of protection?
- **Debt Obligations:** Are there new business loans or credit lines that should be collateralized with insurance?
- **Policy Performance:** A review of current premium structures and beneficiary designations.

I have attached a summary of your existing policies for your reference. Please let me know your availability for a brief 15-minute call or meeting next week to confirm if any adjustments are necessary.

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Company Name]

[Your Phone Number]

[Your Email Address]