

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Policy Renewal Confirmation - Policy Number: [Policy Number]

Dear [Customer Name],

We are pleased to confirm that your [Type of Policy, e.g., Auto/Home] insurance policy has been successfully renewed. Your continued trust in [Company Name] is greatly appreciated.

The renewed policy is effective from [Start Date] to [End Date]. Please find the summary of your coverage below:

- **Policy Number:** [Policy Number]
- **Renewal Period:** [Start Date] to [End Date]
- **Total Premium:** [Amount]
- **Payment Schedule:** [Monthly/Quarterly/Annually]

Your updated policy documents and insurance identification cards are enclosed with this letter. We recommend that you review these documents to ensure your coverage still meets your current needs.

If you have any questions regarding your renewal or if you would like to make changes to your coverage, please contact your agent at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Company Name].

Sincerely,

[Your Name/Department]

[Company Name]