

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Policyholder Name]
[Mailing Address]
[City, State, Zip Code]

RE: Notice of Non-Renewal and Alternative Coverage Options

Policy Number: [Policy Number]
Expiration Date: [Expiration Date]

Dear [Policyholder Name],

We are writing to follow up on the recent notice regarding the non-renewal of your [Type of Insurance, e.g., Homeowners] insurance policy with [Current Insurance Company]. Your current coverage is scheduled to expire on [Expiration Date].

As your independent agent, our priority is to ensure you maintain continuous protection. We have proactively searched our network of carriers to find alternative options for you. Based on our review, we would like to discuss the following solutions:

- **Option 1:** [New Carrier Name] - Estimated Premium: \$[Amount]
- **Option 2:** [New Carrier Name] - Estimated Premium: \$[Amount]
- **Option 3:** [Alternative Risk Pool/State Plan, if applicable]

Please note that some of these options may require updated information or a new inspection of your property. To prevent a lapse in coverage, we recommend selecting a new plan at least [Number] days before your current policy expires.

Please contact our office at [Phone Number] or reply to this email to review these quotes and finalize your new coverage.

Thank you for trusting [Agency Name] with your insurance needs.

Sincerely,

[Agent Name]
[Title]