

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

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Important Update Regarding Your Insurance Coverage - Policy #[Policy Number]

Dear [Client Name],

We are writing to inform you that we have received notification from [Current Insurance Carrier] that they will not be renewing your [Policy Type, e.g., Homeowners/Auto] insurance policy. Your current coverage is scheduled to expire on [Expiration Date].

Please be assured that this non-renewal is not a reflection of your standing as a client. It is the result of [Reason for Non-Renewal, e.g., the carrier withdrawing from the state/changes in underwriting guidelines].

As your independent agent, our priority is to ensure you maintain continuous coverage without any gaps. We have already begun reviewing alternative options from our network of highly-rated insurance carriers. Our goal is to find a policy that provides comparable protection at the most competitive market rate available.

Next Steps:

- **Policy Review:** We are currently finalizing quotes and will contact you by [Date] to discuss the best replacement options.
- **Information Update:** If there have been any recent changes to your property or circumstances, please let us know immediately so we can ensure your new quotes are accurate.
- **No Action Required Yet:** You do not need to take any action at this moment. We will handle the transition process for you.

We value your business and are committed to making this transition as seamless as possible. If you have any immediate questions, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Agent Name]
[Agent Title]
[Agency Name]