

[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[Date]

[Recipient Name]
[Recipient Address Line 1]
[Recipient Address Line 2]

Subject: Annual Insurance Policy Renewal Documents - Policy No: [Policy Number]

Dear [Recipient Name],

We are pleased to inform you that your insurance policy is due for renewal on [Renewal Date]. We appreciate your continued trust in our services.

Enclosed with this letter, you will find your renewal documentation, including:

- The updated Policy Schedule
- Certificate of Insurance
- Renewal Invoice
- Summary of Cover Changes (if applicable)

Please review these documents carefully to ensure that the coverage levels and personal information remain accurate. If there have been any changes to your circumstances that may affect your coverage, please contact us immediately.

To ensure uninterrupted protection, please arrange for payment of the renewal premium by [Due Date] using one of the payment methods outlined on the invoice.

If you have any questions regarding your renewal or if you would like to discuss your coverage options, please call us at [Phone Number] or email us at [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]

Enclosures: [List documents enclosed]