

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Upcoming Renewal for Policy #[Insert Policy Number]

Dear [Client Name],

It has been a pleasure serving as your dedicated insurance agent over the past year. I am writing to inform you that your [Insert Policy Type, e.g., Home/Auto] insurance policy is scheduled for renewal on [Insert Renewal Date].

Your continued protection is my top priority. I have reviewed your current coverage, and your renewal premium for the upcoming term will be [Insert Amount].

Since life changes quickly, now is a great time to review your account. Please let me know if you have experienced any of the following:

- Major purchases or home renovations
- Changes in marital status
- New drivers in the household
- Changes in business operations or location

If you are satisfied with your current coverage and there are no changes to report, your policy will automatically renew. If you have any questions or would like to schedule a brief review to ensure you are receiving all eligible discounts, please contact me directly at [Insert Phone Number] or [Insert Email Address].

Thank you for choosing [Insurance Agency Name]. I look forward to continuing to protect what matters most to you.

Best regards,

[Agent Name]

[Agent Title]

[Insurance Agency Name]

[Phone Number]