

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Preparing for Your First Annual Renewal

Dear [Client Name],

We hope you have enjoyed your first year of service with [Company Name]. As the anniversary of your enrollment approaches, we are writing to help you prepare for your upcoming annual renewal on [Renewal Date].

To ensure a seamless transition into your second year and to avoid any interruption in service, please review the following information:

- **Review Your Plan:** Evaluate your current usage and determine if your current plan still meets your needs.
- **Update Documentation:** Please provide any updated [Income/Contact/Business] information required for the renewal process.
- **Payment Method:** Verify that your payment information on file is current. Your renewal premium/fee is estimated at [Amount].

**Next Steps:**

Please log in to your account portal at [URL] or contact your representative at [Phone Number] by [Deadline Date] to confirm your renewal status.

If you have any questions regarding your benefits or the renewal process, our team is here to assist you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]