[Current Date]

[Policyholder Name]
[Address Line 1]
[City, State, Zip Code]

Subject: FOLLOW-UP: First Annual Review of Policy #[Policy Number]

Dear [Policyholder Name],

We are contacting you because we have not yet heard back regarding your first annual policy review for [Policy Type/Name].

As your policy has reached its one-year milestone, it is important to review your coverage to ensure it still meets your current needs and reflects any life changes that may have occurred over the past twelve months.

Please contact us at your earliest convenience to schedule a brief 15-minute review. You can reach us by:

- Phone: [Phone Number]
- Email: [Email Address]
- Online Portal: [Website URL]

If you have already scheduled your review or have recently spoken with an agent, please disregard this notice.

Thank you for choosing [Company Name]. We look forward to speaking with you soon.

Sincerely,

[Agent Name/Department Name]
[Company Name]