

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Policy Renewal for [Policy Number]

Dear [Client Name],

Thank you for choosing [Company Name] for your insurance needs. We truly appreciate your continued trust and loyalty over the past year.

Please find your enclosed renewal policy documents for the upcoming term. We recommend reviewing the coverage details and schedule of benefits to ensure they still meet your current requirements.

We are committed to providing you with the best service and protection. If you have had any major life changes or if you have questions regarding your coverage, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you again for your business. We look forward to serving you for another year.

Sincerely,

[Your Name]

[Your Title]

[Company Name]