

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Important: Your Annual Policy Renewal Documents are Ready

Dear [Customer Name],

Thank you for continuing to choose [Company Name] for your insurance needs. We are pleased to inform you that your policy has been renewed for the upcoming term.

Your renewal documents, including your updated Policy Declaration page and ID cards, are now available for review. In line with your preference for electronic delivery, you can access these documents through our secure online portal.

Policy Details:

- **Policy Number:** [Policy Number]
- **Renewal Period:** [Start Date] to [End Date]
- **Premium Amount:** [Amount]

How to view your documents:

1. Visit our website at [Website URL].
2. Log in to your account using your username and password.
3. Navigate to the "My Documents" or "Policy Renewal" section.

Please review these documents carefully to ensure all information is correct and that your coverage limits still meet your needs. If you would like to make any changes to your coverage or if you have any questions regarding your renewal, please contact your agent at [Agent Phone Number] or reply to this email.

We appreciate your business and look forward to serving you for another year.

Sincerely,

[Sender Name/Department]
[Company Name]
[Company Phone Number]
[Company Website]