

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**Subject: Delivery of Annual Renewal Policy - Policy Number: [Policy Number]**

Dear [Policyholder Name],

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

Please find your updated policy documents attached to this letter. We recommend that you review these documents carefully to ensure all information is correct and that you understand your coverage details, including:

- Coverage Amount: [Sum Assured]
- Renewal Premium: [Premium Amount]
- Next Due Date: [Due Date]
- Beneficiary Designations

If there have been any significant changes in your life over the past year-such as a change in marital status, the birth of a child, or a change of address-please let us know so we can update your records accordingly.

If you have any questions regarding your renewal or if you would like to discuss your coverage options, please contact your dedicated agent, [Agent Name], at [Phone Number] or reply to this email.

We appreciate your continued loyalty.

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]