

[Date]  
[Policyholder Name]  
[Address]  
[City, State, Zip Code]

**Subject: Renewal of Auto Insurance Policy #[Policy Number]**

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your auto insurance needs. We are pleased to inform you that your automobile insurance policy has been successfully renewed.

Your new policy period is effective from [Start Date] to [End Date].

Please find the following documents enclosed with this letter:

- Updated Policy Declaration Page
- New Insurance Identification Cards
- Renewal Schedule and Coverage Summary

**Action Required:** Please replace your old insurance cards with the new ones provided in this package. Law requires you to keep a valid proof of insurance in your vehicle at all times.

We recommend reviewing your coverage limits and deductibles to ensure they still meet your requirements. If you have any questions or need to report changes such as a new address or a new vehicle, please contact your agent at [Phone Number] or visit our website at [Website URL].

We appreciate your continued business and look forward to serving you.

Sincerely,

[Sender Name/Department]  
[Insurance Company Name]