[Date]

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

Subject: Policy Renewal Notice and Referral Program Reminder

Dear [Client Name],

Thank you for choosing [Agency/Company Name] for your insurance needs. We are writing to remind you that your policy #[Policy Number] is set to renew on [Renewal Date].

We have enclosed the updated policy documents for your review. Please contact us if there have been any changes to your circumstances so we can ensure your coverage remains accurate.

Support a Good Cause Through Our Referral Program

As a reminder, we are currently running our Charity Referral Program. For every friend or family member you refer to us for a quote, we will donate $[Dollar Amount] to [Name of Charity].

There is no obligation for them to purchase a policy; we simply appreciate the opportunity to provide them with a quote. It is a great way for us to protect your loved ones while supporting the important work done by [Name of Charity].

If you have any questions regarding your renewal or how the referral program works, please call us at [Phone Number] or email [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Agency/Company Name]