

# Policy Renewal Notification

Dear [Policyholder's Name],

We hope this message finds you well. We are writing to inform you that your insurance policy, [Policy Number], is set to expire on [Expiration Date]. We value your trust in us and would like to extend your coverage.

Please review the renewal terms and conditions attached to this notification. If you are satisfied with these terms, simply respond to this email or contact our customer service at [Customer Service Phone Number] to complete the renewal process.

Should you have any questions or require assistance, feel free to reach out. We are here to help.

Thank you for choosing [Insurance Company Name]. We look forward to serving you for another policy period.

Sincerely,

[Your Name]

[Your Position]

[Insurance Company Name]

[Contact Information]