

Letter of Intent to Renew Insurance Policy

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I hope this letter finds you well. I am writing to formally express my intent to renew my insurance policy scheduled to expire on [Expiration Date]. My policy number is [Policy Number].

After reviewing my current coverage and the options available, I would like to proceed with the renewal under the same terms and conditions as my existing policy. Please confirm the renewal process and any necessary steps I should take as the expiration date approaches.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]