

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us regarding your insurance renewal. We appreciate your inquiry and are here to assist you.

This is a friendly reminder that your insurance policy [Policy Number] is set to renew on [Renewal Date]. To ensure uninterrupted coverage, please review your policy details and confirm if any changes are needed.

If you would like to discuss your policy, make any adjustments, or if you have any questions regarding your coverage, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

We value your trust in us and look forward to serving you in the upcoming year.

Warm regards,

[Your Name]

[Your Job Title]

[Your Company Name]