

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Provider's Name]

[Insurance Provider's Address]

[City, State, Zip Code]

Dear [Insurance Provider's Contact Name],

I hope this message finds you well. I am writing to inquire about the expiration date of our cargo insurance policy, [Policy Number], which was issued on [Issue Date]. As we approach the end of the current coverage period, we would like to confirm the expiration date and discuss any necessary steps for renewal or extension.

Additionally, if there are any changes in coverage options or premiums for the upcoming term, please let us know at your earliest convenience. We want to ensure that our cargo remains fully protected during transit.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]