

Policyholder Reminder

Dear [Policyholder Name],

We hope this message finds you well. This is a friendly reminder that your short-term policy, #[Policy Number], is set to expire on [Expiration Date].

To ensure continued coverage and protection, we encourage you to review your options for renewal. If you have any questions or need assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Company Name] for your insurance needs.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]