

Trade Credit Insurance Renewal Notification

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Person],

We are reaching out to inform you that it is time to renew your Trade Credit Insurance policy with us, originally issued on [Insert Original Issue Date]. This policy is essential to ensure your business's receivables are protected against potential defaults and financial instabilities.

As part of our renewal process, we would like to schedule a meeting to review any changes to your business operations and assess your coverage needs. Please let us know a convenient time for you within the next two weeks.

Attached to this letter, you will find the necessary documentation to facilitate the renewal process. Should you have any questions or need further clarification, please feel free to contact us at [Your Phone Number] or [Your Email Address].

We appreciate your continued partnership and look forward to serving your trade credit insurance needs in the upcoming year.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]