Policy Renewal Notification

Date: [Insert Date]

Dear [Policyholder's Name],

We would like to remind you that your insurance policy [Policy Number] is set to expire on [Expiration Date]. We value you as a customer and want to ensure that there is no interruption in your coverage.

Please take a moment to review the renewal options available to you. If you wish to renew your policy, simply respond to this notification, or contact us at [Contact Information].

Thank you for choosing [Company Name]. We look forward to serving your insurance needs.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Phone Number]
[Company Email Address]