

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent/Representative Name],

I hope this message finds you well. I am writing to inquire about the renewal process for my commercial insurance policy number [Policy Number] which is set to expire on [Expiration Date].

Could you please provide me with information regarding the necessary steps to initiate the renewal? Additionally, I would appreciate any updates regarding changes in coverage options, premiums, or terms compared to my previous policy.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]