

Important: Your Insurance Policy is Expiring Soon

Dear [Policyholder's Name],

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

To ensure continuous coverage and avoid any lapses in your insurance, we encourage you to review your policy and consider renewal options.

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 [Insurance Company Name]. We value your business!

Sincerely,

[Your Name]

[Your Title]

[Insurance Company Name]

[Contact Information]