

# Insurance Renewal Checklist

Dear [Name],

As your insurance renewal date approaches, please find below a checklist to ensure all essential elements are covered:

## Essential Insurance Renewal Checklist

- Review current policy details
- Update personal information (address, contact details)
- Check coverage limits and deductibles
- Evaluate additional coverages/add-ons
- Gather necessary documents (previous policy, claim history)
- Compare renewal premium with market rates
- Contact your insurance agent for any questions
- Confirm payment method and due dates
- Sign and return necessary forms

If you have any questions or need further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]