

Action Required: Business Insurance Renewal

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a reminder that your business insurance policy is set to expire on [Expiration Date]. To ensure continued coverage, we kindly request your attention to the following actions:

- Review your current policy details.
- Contact us by [Contact Deadline] to discuss any changes needed.
- Submit the required documentation by [Submission Deadline].

Failure to renew your policy may result in a lapse of coverage, which may expose your business to potential risks.

Should you have any questions or require assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company]