

Dear [Policyholder's Name],

We hope this message finds you well. This letter serves as a reminder that your insurance policy #[Policy Number] is approaching its renewal date on [Renewal Date]. Below are the essential instructions for your renewal process:

Steps to Renew Your Policy:

1. Review your current policy details and coverage.
2. Visit our website at [Website URL] to access your account.
3. Complete the renewal form and update any necessary information.
4. Choose your payment method and settle the renewal fee.
5. Submit your renewal application before [Deadline Date] to ensure uninterrupted coverage.

Important Notes:

- If you have any changes in your circumstances, please inform us as it may affect your coverage.
- For any questions regarding your renewal, you can reach our customer service at [Customer Service Phone Number] or [Customer Service Email].

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

Sincerely,
[Your Name]
[Your Position]
[Insurance Company Name]