

Business Interruption Insurance Renewal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I hope this message finds you well. As we approach the renewal date for our business interruption insurance policy, I would like to formally request the renewal of our coverage for another policy term.

Our policy number is [Insert Policy Number]. We would appreciate your assistance in reviewing our current coverage and making any necessary adjustments to adequately reflect our business needs to ensure complete protection against potential interruptions.

Additionally, please let us know if there are any new terms or conditions we should be aware of, as well as any documentation you require from our side to facilitate this process.

Thank you for your prompt attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]