

Inquiry About Insurance Premium Renewal

Sender's Name: [Your Name]

Sender's Address: [Your Address]

Sender's Email: [Your Email]

Sender's Phone Number: [Your Phone Number]

Date: [Current Date]

To: [Insurance Company Name]

Attention: [Recipient's Name or Department]

Company Address: [Insurance Company Address]

Dear [Recipient's Name or Title],

I hope this message finds you well. I am writing to inquire about the renewal of my insurance policy, policy number [Your Policy Number], which is scheduled to expire on [Expiration Date].

I would appreciate it if you could provide me with information regarding the renewal process and any changes to the premium amount or coverage terms for the upcoming period.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]