

# Insurance Renewal Confirmation Inquiry

**Date:** [Insert Date]

**To:** [Insurance Company Name]

**From:** [Your Name]

**Your Address:** [Your Address]

**Policy Number:** [Your Policy Number]

Dear [Insurance Company/Agent Name],

I am writing to inquire about the status of my insurance policy renewal for policy number [Your Policy Number]. My current policy is set to expire on [Expiration Date] and I would like to confirm that the renewal process is underway.

If there are any documents or actions required from my end to complete the renewal, please let me know at your earliest convenience. I appreciate your assistance in this matter.

Thank you for your prompt attention to this inquiry.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]