

Contractor Insurance Policy Renewal Notification

Dear [Contractor's Name],

We hope this message finds you well. We are writing to remind you that your insurance policy with [Insurance Company Name] is set to expire on [Expiration Date].

To ensure continued coverage, we recommend that you initiate the renewal process at your earliest convenience. The details of your current policy are as follows:

- Policy Number: [Policy Number]
- Coverage Type: [Coverage Type]
- Current Premium: [Current Premium]

Please contact us at [Contact Information] to discuss the renewal options or any changes you would like to make to your policy.

Thank you for your attention to this matter, and we look forward to serving you in the upcoming policy term.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]