

Insurance Policy Renewal Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I hope this message finds you well. I am writing to inquire about the renewal of my insurance policy (Policy Number: [Insert Policy Number]), which is set to expire on [Insert Expiration Date].

Could you please provide me with the details regarding the renewal process, including any changes in terms, coverage options, and premium rates? I would appreciate any information or necessary steps required to proceed with the renewal.

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

Sincerely,

[Your Name]