

Notice of Grace Period for Policy Renewal

Date: [Insert Date]

Dear [Policyholder's Name],

We hope this message finds you well. This is to inform you that your policy, [Policy Number], is due for renewal on [Renewal Date]. In line with our commitment to providing flexible options, we are pleased to offer a grace period for renewing your policy.

The grace period will extend until [Grace Period End Date]. During this time, you can complete your renewal process without any interruption of coverage.

We encourage you to renew your policy before the grace period ends to ensure continuous protection. For your convenience, you can visit our website or contact our customer service team at [Customer Service Phone Number] for assistance.

Thank you for being a valued customer. We look forward to serving you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]