

# Important Notice: Insurance Policy End-of-Term Alert

Dear [Policyholder's Name],

We hope this message finds you well. We are writing to inform you that your insurance policy with policy number [**Policy Number**] is set to expire on [**Expiration Date**].

To ensure continued coverage and to avoid any lapses in protection, we encourage you to review your options for renewal. Please consider the following:

- Review your current coverage and assess if it meets your needs.
- Contact us for any questions regarding policy changes or benefits.
- Submit your renewal application by [**Renewal Deadline**] to secure your policy.

If you would like to discuss your policy or renewal options, please feel free to reach out to our customer service team at [**Customer Service Phone Number**] or [**Customer Service Email**].

Thank you for choosing [Insurance Company Name]. We value your trust and look forward to continuing to serve you.

Sincerely,

[Your Name]

[Your Title]

[Insurance Company Name]

[Contact Information]