

[Your Company Letterhead]

[Date]

[Recipient Name/Policy Department]

[Insurance Provider Name]

[Address Line 1]

[Address Line 2]

Subject: Request for Renewal of Export Credit Guarantee - Policy No: [Policy Number]

Dear [Recipient Name],

We are writing to formally request the renewal of our Export Credit Guarantee Policy, which is scheduled to expire on [Expiry Date].

Over the past year, our export operations have remained consistent with our projected growth. We wish to maintain our current coverage levels to ensure continued protection against non-payment risks in our international markets.

Please find attached the following documents required for the renewal process:

- Completed Renewal Application Form
- Updated List of Buyers and Credit Limit Requirements
- Latest Financial Statements
- Summary of Export Turnover for the Previous Period

We would appreciate it if you could provide us with a renewal quotation and any updated terms and conditions at your earliest convenience. Should you require any further information or clarification regarding our accounts, please do not hesitate to contact us.

Thank you for your ongoing support of our export activities.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Contact Information]