

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Advance Renewal Reminder for Policy #[Policy Number]

Dear [Policyholder Name],

We are writing to remind you that your auto insurance policy for your [Year, Make, Model] is scheduled to expire on **[Expiration Date]**.

To ensure you maintain continuous coverage and stay protected on the road, it is time to renew your policy. We have prepared your renewal offer with the following details:

- **New Policy Period:** [Start Date] to [End Date]
- **Renewal Premium:** \$[Amount]
- **Payment Due Date:** [Due Date]

How to Renew:

1. **Online:** Log in to your account at [Website URL].
2. **Phone:** Call our renewal department at [Phone Number].
3. **Mail:** Return the enclosed payment coupon with your check.

If you have had any major life changes, such as moving to a new address or adding a new driver, please contact us so we can update your policy and ensure you are receiving all eligible discounts.

Thank you for choosing [Insurance Company Name]. We value your business and look forward to serving you for another term.

Sincerely,

[Sender Name/Department]

[Insurance Company Name]

[Contact Information]