

[Date]

[Policyholder Name]

[Address]

[City, State, Zip Code]

Subject: Early Renewal Notice for Policy #[Policy Number]

Dear [Policyholder Name],

We are pleased to inform you that it is almost time to renew your auto insurance policy. Your current coverage is scheduled to expire on [Expiration Date].

To ensure there is no lapse in your protection, we have prepared your renewal offer early. By renewing now, you can lock in your rate and continue to enjoy your current benefits without interruption.

Renewal Details:

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

What you need to do:

1. Review your coverage limits and deductibles listed in the attached summary.
2. Notify us of any changes, such as a new address, new drivers, or vehicle upgrades.
3. Submit your payment through our online portal, by phone, or by mail using the enclosed envelope.

If you have any questions or would like to discuss potential discounts, please contact your agent at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Company Name] for your auto insurance needs.

Sincerely,

[Sender Name]

[Company Name]

[Contact Information]