

[Date]

[Policyholder Name]

[Address Line 1]

[City, State, Zip Code]

Policy Number: [Policy Number]

Subject: Important Update Regarding Your Term Life Policy Renewal

Dear [Policyholder Name],

Your Term Life Insurance policy is approaching its anniversary date on [Renewal Date]. We are writing to inform you of a change in how we will manage your policy records and communications moving forward.

As part of our commitment to efficiency and sustainability, [Company Name] is transitioning to a digital-first platform. Starting with this renewal period:

- **Electronic Statements:** Your annual renewal statements and premium notices will be delivered to your registered email address.
- **Online Portal:** You can now access your policy documents, update beneficiary information, and make payments through our secure customer portal at [Website URL].
- **Paperless Billing:** Future invoices will be sent digitally unless a physical copy is specifically requested.

What you need to do:

Please log in to your account at [Website URL] to verify that your email address and contact information are current. If you prefer to continue receiving paper documents via mail, please contact our customer service team at [Phone Number] or update your preferences in your account settings by [Deadline Date].

Thank you for choosing [Company Name] for your life insurance needs. We look forward to continuing to protect what matters most to you.

Sincerely,

[Sender Name/Department Name]

[Company Name]