

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Upcoming Renewal of Your Health Insurance Plan

Dear [Client Name],

It is time to review your health insurance coverage. Your current policy with [Insurance Carrier Name] is scheduled to renew on [Renewal Date].

As your insurance agency, our goal is to ensure you continue to have the best coverage at the most competitive rate. During this renewal period, we will:

- Review your current plan benefits and any premium changes.
- Compare your existing plan against new options available in the market.
- Discuss any changes in your healthcare needs or budget.

To ensure a seamless transition and avoid any lapse in coverage, we would like to schedule a brief review meeting. Please let us know your availability during the week of [Date].

If you have had any major life changes recently-such as a change in family size or a move-please let us know, as these factors may impact your options.

We look forward to speaking with you soon and continuing to serve as your insurance partner.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]