

[Date]

[Policyholder Name]

[Business Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Annual Business Owners Policy (BOP) Renewal Summary

Dear [Policyholder Name],

We are pleased to inform you that your Business Owners Policy (BOP) with [Insurance Company Name] has been successfully renewed. This letter provides a brief summary of your coverage for the upcoming term.

Policy Information:

- **Policy Number:** [Policy Number]
- **Renewal Period:** [Start Date] to [End Date]
- **Annual Premium:** \$[Amount]

Coverage Highlights:

- **General Liability:** \$[Limit per Occurrence] / \$[Aggregate Limit]
- **Commercial Property:** \$[Building Limit] / \$[Business Personal Property Limit]
- **Business Interruption:** [Number of Months or Limit Amount]
- **Deductible:** \$[Amount]

What's Next:

Please review the enclosed policy documents carefully to ensure all information regarding your business operations and property values remains accurate. If you have made any significant changes to your business in the past year, such as purchasing new equipment or moving locations, please contact us immediately.

Your renewal invoice is [attached/enclosed]. If you are enrolled in automatic payments, no further action is required.

Thank you for choosing [Agency/Company Name] for your business insurance needs. We look forward to another year of serving you.

Sincerely,

[Agent Name/Signature]

[Company Name]

[Phone Number]
[Email Address]