

[Date]

[Policyholder Name]

[Business Name]

[Mailing Address]

[City, State, Zip Code]

RE: Business Owners Policy (BOP) Renewal Summary

Policy Number: [Policy Number]

Renewal Period: [Start Date] to [End Date]

Dear [Policyholder Name],

We are pleased to inform you that your Business Owners Policy (BOP) has been successfully renewed. This policy continues to provide essential protection for your business assets, liability, and operations.

Coverage Overview:

- **General Liability:** \$[Limit Amount] per occurrence / \$[Aggregate Limit] aggregate
- **Property Coverage:** \$[Limit Amount] (Building/Contents)
- **Business Interruption:** [Duration/Limit]
- **Deductible:** \$[Amount] per claim

Premium Summary:

The total premium for the upcoming term is \$[Total Premium Amount]. Your chosen payment plan is [Installment/Full Pay].

Important Changes:

[Insert any changes to terms, conditions, or exclusions here, or state "No significant changes have been made to your coverage."]

Please review your renewal documents carefully to ensure all information is accurate. If you have any questions regarding your coverage or if your business operations have changed significantly in the last year, please contact us immediately.

Thank you for your continued business.

Sincerely,

[Agent/Broker Name]

[Agency Name]

[Phone Number]

[Email Address]