

[Date]

[Business Owner Name]

[Business Name]

[Mailing Address]

[City, State, Zip Code]

**Subject: Renewal Summary for Business Owners Policy #[Policy Number]**

Dear [Client Name],

We are pleased to inform you that your Business Owners Policy (BOP) is scheduled for renewal on **[Renewal Date]**. Below is a summary of your coverage and the upcoming premium for the new term.

### **Policy Overview**

- **Carrier:** [Insurance Company Name]
- **Policy Term:** [Start Date] to [End Date]
- **Renewal Premium:** \$[Amount]

### **Coverage Highlights**

Your policy continues to provide essential protection for your business, including:

- **General Liability:** \$[Limit Amount]
- **Property Coverage:** \$[Limit Amount]
- **Business Interruption:** [Details/Limit]
- **Equipment Breakdown:** Included/Excluded

### **Next Steps**

If there have been no significant changes to your business operations, equipment, or location, no immediate action is required to maintain your coverage. Your renewal documents and invoice will be sent via [Mail/Email] shortly.

However, please contact us if you have experienced any of the following:

- Changes in business location or additional sites.
- Significant increases or decreases in annual revenue.
- Purchase of new high-value equipment.
- Changes in the number of employees.

Thank you for choosing [Agency Name] for your business insurance needs. We appreciate your continued partnership.

Sincerely,

[Agent Name]

[Agency Name]

[Phone Number]

[Email Address]