

[Date]

[Policyholder Name]

[Business Name]

[Mailing Address]

[City, State, Zip Code]

**Subject: Summary of Your Business Owners Policy (BOP) Renewal**

Dear [Policyholder 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 the key updates and changes for the upcoming policy term.

**Policy Information:**

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

**Summary of Coverage Changes:**

- **Property Coverage:** [Increased/Decreased/No Change]
- **Liability Limits:** [Updated Limits or No Change]
- **Deductibles:** [New Deductible Amount or No Change]
- **New Endorsements:** [List any new additions or "None"]

**Action Required:**

Please review the attached renewal documents carefully. If you have made changes to your business operations, equipment, or locations in the past year, please contact us immediately to ensure your coverage remains accurate.

If you are on automatic payments, your new premium will be processed on [Billing Date]. If you pay manually, please submit your payment by [Due Date] to avoid any lapse in coverage.

Thank you for choosing [Insurance Agency/Company Name] for your business insurance needs.

Sincerely,

[Agent Name]

[Title]

[Phone Number]

[Email Address]