

[Date]

[Client Name]
[Business Name]
[Mailing Address]
[City, State, Zip]

RE: Business Owners Policy Renewal Summary

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

Dear [Client Name],

We are pleased to provide a summary of the upcoming renewal for your Business Owners Policy (BOP). This policy continues to provide essential protection for your business property and general liability needs.

Renewal Highlights:

- **Insurance Carrier:** [Carrier Name]
- **Total Renewal Premium:** \$[Amount]
- **Payment Due Date:** [Date]

Coverage Overview:

- **Business Personal Property:** \$[Limit]
- **Building Coverage:** \$[Limit] (if applicable)
- **General Liability (Per Occurrence):** \$[Limit]
- **General Liability (Aggregate):** \$[Limit]
- **Deductible:** \$[Amount]

Action Required:

Please review the enclosed renewal documents carefully. If there have been any significant changes to your business operations, locations, or equipment values over the past year, please contact us immediately to ensure your coverage limits remain adequate.

To prevent a lapse in coverage, please ensure payment is processed by the due date mentioned above.

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

Sincerely,

[Agent Name]
[Agency Name]
[Phone Number]
[Email Address]