

[Current Date]

[Policyholder Name]

[Business Name]

[Mailing Address]

[City, State, Zip Code]

RE: Renewal Summary for Business Owners Policy (BOP)

Policy Number: [Policy Number]

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

Dear [Policyholder Name],

We are pleased to provide you with the renewal summary for your Business Owners Policy. This renewal ensures your business remains protected against unforeseen risks and liabilities.

I. Coverage Overview

- **Property Insurance:** Coverage for buildings, equipment, and inventory at [Location Address].
- **General Liability:** Protection against third-party claims for bodily injury and property damage.
- **Business Interruption:** Coverage for lost income resulting from a covered property loss.
- **[Additional Coverage]:** [e.g., Cyber Liability or Equipment Breakdown].

II. Renewal Premium Details

The total premium for the upcoming term is **\$(Amount)**. This reflects [state any changes, such as updated property values or inflation adjustments].

III. Key Action Items

- Review the attached Policy Declarations page for accuracy.
- Verify that all business locations and equipment are correctly listed.
- Submit payment by [Due Date] to avoid any lapse in coverage.

If you have made significant changes to your business operations or assets over the past year, please contact us immediately to adjust your limits accordingly.

Thank you for your continued business.

Sincerely,

[Agent Name]

[Agency Name]

[Phone Number]
[Email Address]