

[Date]

[Policyholder Name]

[Business Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Renewal Summary for Business Owners Policy - [Policy Number]

Dear [Policyholder Name],

We are pleased to inform you that your Business Owners Policy (BOP) for [Business Name] is scheduled for renewal on [Renewal Date]. This policy continues to provide essential protection for your retail operations, including general liability and property coverage.

Renewal Highlights:

- **Policy Period:** [Start Date] to [End Date]
- **New Annual Premium:** \$[Amount]
- **Location(s) Covered:** [Property Address]

Coverage Summary:

- **Business Property:** \$[Limit] (Coverage for inventory, equipment, and fixtures)
- **General Liability:** \$[Limit] per occurrence / \$[Limit] aggregate
- **Business Interruption:** [Limit/Duration]
- **Deductible:** \$[Amount] per occurrence

Next Steps:

If you would like to make changes to your coverage limits, add new equipment, or update your business information, please contact us by [Deadline Date]. If no changes are needed, your policy will automatically renew under the terms outlined in the formal renewal package sent via [Mail/Email].

Thank you for choosing [Insurance Agency/Company Name] to protect your business. We value your continued partnership.

Sincerely,

[Agent Name]

[Title]

[Phone Number]

[Email Address]