

[Date]

[Policyholder Name]

[Business Name]

[Address Line 1]

[Address Line 2]

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

Dear [Policyholder Name],

We are pleased to inform you that your Business Owners Policy (BOP) is scheduled for renewal on [Renewal Date]. We value your business and look forward to providing continued protection for your company.

Below is a summary of your renewal terms:

- **Policy Period:** [Start Date] to [End Date]
- **Total Renewal Premium:** \$[Amount]
- **Payment Due Date:** [Date]

Coverage Highlights:

- General Liability Limit: \$[Amount]
- Business Property Limit: \$[Amount]
- Business Interruption Coverage: [Included/Excluded]
- Deductible: \$[Amount]

Next Steps:

Please review the enclosed renewal documents carefully. If there have been any changes to your business operations, locations, or estimated annual revenue, please contact us immediately to ensure your coverage remains accurate.

To maintain continuous coverage, please submit your payment by the due date via [Payment Method/Link].

If you have any questions or would like to discuss your coverage options, please contact your agent at [Phone Number] or [Email Address].

Sincerely,

[Agent Name/Company Name]

[Title]