

[Date]

[Client Name]

[Business Name]

[Street Address]

[City, State, Zip Code]

RE: Upcoming Renewal Summary for Business Owners Policy (BOP)

Policy Number: [Policy Number]

Expiration Date: [Expiration Date]

Dear [Client Name],

Your Business Owners Policy (BOP) is scheduled for renewal on [Renewal Date]. We have completed a review of your current coverage and prepared the following summary for your upcoming term.

Renewal Overview:

- **Carrier:** [Insurance Company Name]
- **New Term Premium:** \$[Amount]
- **Previous Term Premium:** \$[Amount]
- **Change in Premium:** [Percentage Increase/Decrease]

Key Coverage Summary:

- **General Liability:** \$[Limit Amount]
- **Property Coverage:** \$[Limit Amount]
- **Business Interruption:** [Limit Amount or Duration]
- **Deductible:** \$[Deductible Amount]

Important Changes or Updates:

[Insert any changes to terms, conditions, or optional endorsements here, or state "No significant changes to policy terms."]

Action Required:

Please review this summary to ensure the coverage limits align with your current business operations. If you have made any equipment purchases, expanded your location, or changed your services in the past year, we should discuss updating your policy limits.

To finalize your renewal, please [Action: e.g., sign the attached form / confirm via email / pay the enclosed invoice] by [Due Date].

Thank you for choosing [Agency Name] for your business insurance needs. If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Agent Name]

[Title]

[Agency Name]