

[Date]

[Policyholder Name]

[Unit Number]

[Property Address]

[City, State, Zip Code]

Subject: Notice of Insurance Renewal - Policy #[Policy Number]

Dear [Policyholder Name],

We are pleased to inform you that the exclusive insurance coverage for your condominium unit is approaching its renewal date on [Expiration Date].

To ensure uninterrupted protection of your property and personal liability, we have prepared the renewal terms for the upcoming period of [Start Date] to [End Date]. Your updated policy documents and the premium invoice are enclosed with this letter.

Renewal Summary:

- **New Annual Premium:** \$[Amount]
- **Payment Due Date:** [Date]
- **Key Coverage Highlights:** [Briefly list any upgrades or changes]

As a resident of [Condominium Name], you continue to benefit from our specialized "walls-in" coverage, tailored specifically to meet the requirements of your Homeowners Association (HOA) bylaws.

Next Steps:

If there have been no significant changes to your unit's interior or personal property value, you may simply remit payment via [Payment Method] by the due date to finalize your renewal.

If you have recently completed renovations or wish to adjust your coverage limits, please contact your dedicated account manager, [Agent Name], at [Phone Number] or [Email Address] before [Date].

Thank you for your continued trust in our services.

Sincerely,

[Sender Name]

[Title]

[Insurance Agency Name]