

Date: [Date]

Policyholder: [Client Name]

Policy Number: [Policy Number]

Property Address: [Condominium Address and Unit Number]

Dear [Client Name],

Subject: Notice of Annual Insurance Renewal

We are writing to inform you that your premium condominium insurance policy is due for its annual renewal on **[Expiration Date]**. To ensure your property, personal belongings, and liability coverage remain active, please review the renewal details below.

Renewal Summary:

- **Renewal Period:** [Start Date] to [End Date]
- **New Annual Premium:** [Amount]
- **Payment Due Date:** [Due Date]

Important Updates:

[Include any changes to coverage, deductibles, or terms here, such as adjustments for inflation or loss assessment coverage.]

Action Required:

If you have set up automatic payments, no further action is required; the premium will be processed on the due date. If you pay manually, please submit your payment via [Online Portal/Check/Phone] by the date listed above.

We recommend reviewing your current coverage limits to ensure they still reflect the value of your high-end finishes and personal assets. If you have made any renovations or purchased significant luxury items in the past year, please contact us to update your policy.

Thank you for choosing [Insurance Company Name] for your condominium insurance needs.

Sincerely,

[Agent Name]

[Insurance Company Name]

[Contact Phone Number]

[Email Address]