

[Date]

[Policyholder Name]
[Mailing Address]
[City, State, Zip Code]

Subject: Important Update Regarding Your Renters Insurance Policy Renewal

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your renters insurance needs. We are writing to inform you that your policy number [Policy Number] is scheduled for renewal on [Renewal Date].

As part of this renewal, we have updated your coverage to ensure you remain adequately protected. Please review the following summary of changes:

- **Personal Property Limit:** Adjusted to \$[Amount]
- **Liability Coverage:** Adjusted to \$[Amount]
- **Deductible:** [Amount/No Change]
- **New Annual Premium:** \$[Amount]

What you need to do:

Please review the attached Policy Declaration page for a full breakdown of your updated coverage and terms. If the information is correct and you wish to continue your coverage, no further action is required if you are enrolled in automatic payments. Otherwise, please remit payment by [Due Date] to avoid any lapse in coverage.

If you have made recent upgrades to your belongings, started a home business, or would like to adjust your coverage limits, please contact us at [Phone Number] or visit [Website].

We value your business and look forward to protecting you for another year.

Sincerely,

[Agent Name/Company Representative]
[Insurance Company Name]
[Contact Information]