

[Date]

[Client Name]

[Company Name]

[Address]

[City, State, Zip Code]

RE: Upcoming Renewal and Annual Coverage Review - Fleet Policy #[Policy Number]

Dear [Client Contact Name],

Your Commercial Auto Fleet insurance policy is scheduled for renewal on [Renewal Date]. To ensure your business remains properly protected and to secure the most competitive rates, we need to conduct a comprehensive review of your current coverage and fleet operations.

Please review and provide updated information regarding the following:

- **Vehicle Schedule:** An updated list of all power units and trailers, including Year, Make, Model, VIN, and current garaging locations.
- **Driver List:** A current list of all authorized drivers, including full names, dates of birth, and driver's license numbers.
- **Usage & Radius:** Any changes to the primary use of the vehicles or the typical radius of operations.
- **Safety Protocols:** Updates on safety programs, telematics usage, or new driver training initiatives implemented this year.
- **Loss History:** Details on any recent incidents or changes in business operations that may impact your risk profile.

We would like to schedule a brief call or meeting on [Date/Time] to discuss these details. Our goal is to verify that your limits of liability, physical damage deductibles, and hired/non-owned auto coverages align with your current business needs.

Please send the updated vehicle and driver spreadsheets to [Email Address] by [Due Date] so we may begin the market negotiations on your behalf.

Thank you for your continued business. We look forward to working with you on another successful renewal.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]