

[Date]

[Policyholder Name]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

**Subject: Early Notification of Commercial Auto Fleet Insurance Renewal**

Dear [Client Name],

This letter is to notify you that your Commercial Auto Fleet insurance policy, number [Policy Number], is scheduled for renewal on [Expiration Date].

To ensure a smooth renewal process and to secure the most competitive rates for your fleet, we recommend beginning the review process early. We will require the following updated information to finalize your renewal quote:

- An updated vehicle schedule (including VINs, years, makes, and models).
- A current driver list (including full names, license numbers, and dates of birth).
- Estimated annual mileage for each vehicle.
- Details regarding any changes to your business operations or radius of travel.

Our goal is to ensure your coverage continues to meet the needs of your business without interruption. Please provide the requested information by [Deadline Date] to allow for a thorough market review.

If you have any questions or wish to discuss changes to your coverage limits, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Agent Name]

[Agency Name]