

[Date]

[Client Name]

[Company Name]

[Street Address]

[City, State, Zip Code]

Subject: Renewal and Policy Upgrade for Commercial Auto Fleet - Policy #[Policy Number]

Dear [Client Name],

Your Commercial Auto Fleet insurance policy is scheduled for renewal on [Expiration Date]. As your business grows and the landscape of commercial transportation changes, we have conducted a comprehensive review of your current coverage.

To ensure your fleet remains fully protected against rising repair costs and liability risks, we have included a **Policy Upgrade** in this year's renewal proposal. These enhancements are designed to provide broader protection for your vehicles and drivers.

Key Upgrades in Your Renewal:

- **Increased Liability Limits:** Enhanced protection to safeguard your company assets.
- **Expanded Hired and Non-Owned Coverage:** Added security for employees using personal vehicles for business tasks.
- **New Roadside & Towing Benefits:** Minimizing downtime for your drivers in the event of a breakdown.
- **Rental Reimbursement:** Higher daily limits to ensure your operations continue while a vehicle is being repaired.

Next Steps:

1. Review the attached renewal summary and updated premium details.
2. Verify that the vehicle schedule and driver list are current.
3. Sign and return the renewal acceptance form by [Due Date].

If you have any questions regarding these upgrades or wish to adjust your coverage levels further, please contact me directly at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Title]

[Agency/Company Name]