

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Subject: Early Renewal Notice: Professional Liability Insurance Policy #[Policy Number]**

Dear [Client Name],

We are writing to remind you that your Professional Liability insurance policy is scheduled to expire on **[Expiration Date]**.

To ensure continuous coverage and avoid any potential gaps in your professional protection, we recommend starting the renewal process early. This provides ample time to review your current limits and update your information regarding any changes to your business operations over the past year.

**Next Steps:**

- Review your current coverage details.
- Complete the attached renewal application (if applicable).
- Provide updated gross revenue figures for the upcoming term.

Please submit the necessary documentation by **[Target Date]** to ensure a seamless transition. If you have questions or would like to discuss alternative coverage options, please contact me directly at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Title]

[Agency/Company Name]