

[Company Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

Date: [Current Date]

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

RE: Notice of Upcoming Policy Renewal

Dear [Policyholder Name],

We are pleased to inform you that it is time to renew your Watercraft Insurance Policy. We value your business and look forward to protecting you for another season on the water.

Policy Details:

- **Policy Number:** [Policy Number]
- **Vessel Description:** [Year, Make, Model]
- **Hull ID/Serial Number:** [HIN Number]
- **Renewal Date:** [Expiration Date]
- **Renewal Premium:** \$[Amount]

Action Required:

If you are enrolled in **Automatic Renewal**, no action is required. Your premium will be charged to the payment method on file on [Payment Date].

If you pay manually, please visit our online portal at [URL] or call [Phone Number] to process your payment before [Expiration Date] to ensure there is no lapse in coverage.

Update Your Information:

Please review your policy to ensure all information is correct. If you have modified your boat, changed your storage location, or added new safety equipment, you may be eligible for updated rates or discounts. Please contact us at [Phone Number] to discuss any changes.

Thank you for choosing [Company Name]. We wish you a safe and enjoyable time on the water.

Sincerely,

[Agent Name/Customer Service Department]
[Company Name]