

[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Policyholder Name]  
[Business Name]  
[Policyholder Address Line 1]  
[Policyholder Address Line 2]

**RE: FINAL NOTICE - Renewal of Business Property Insurance Policy #[Policy Number]**

Dear [Policyholder Name],

Our records indicate that we have not yet received a renewal confirmation or payment for your Business Property Insurance policy, which is scheduled to expire on **[Expiration Date]**.

This is your **Final Notice**. To ensure that your business assets, equipment, and property remain protected without a gap in coverage, action must be taken immediately. Failure to renew by the expiration date will result in the automatic termination of your policy.

**Renewal Details:**

- **Policy Number:** [Policy Number]
- **Expiration Date:** [Expiration Date]
- **Renewal Premium Due:** \$[Amount]

**How to Renew:**

1. **Online:** Visit [Website URL] and log into your account.
2. **Phone:** Call our renewal department at [Phone Number].
3. **Mail:** Send a check payable to [Company Name] using the enclosed envelope.

If you have already sent your payment or have renewed through your agent, please disregard this notice. If your business needs have changed, please contact us immediately to update your coverage options.

Do not risk a lapse in coverage. We value your business and look forward to continuing our partnership.

Sincerely,

[Name/Signature]

[Title]

[Company Name]