

**Date:** [Insert Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

**Subject: NOTICE OF EXPIRATION AND RENEWAL - Policy #[Policy Number]**

Dear [Client Name],

This letter is to inform you that your Commercial General Liability insurance policy is scheduled to expire on **[Expiration Date]**.

To ensure that your business remains protected and to avoid any gap in coverage, we have prepared a renewal proposal for your review. Maintaining continuous coverage is vital for protecting your assets and complying with any contractual requirements you may have.

**Renewal Summary:**

- **Carrier:** [Insurance Company Name]
- **Renewal Term:** [Start Date] to [End Date]
- **Estimated Premium:** \$[Amount]

Please review the attached documents for a detailed breakdown of your coverage and any updates to terms or pricing. If there have been significant changes to your business operations, annual revenue, or payroll over the past year, please let us know immediately so we can adjust your coverage accordingly.

**Next Steps:**

To confirm your renewal, please sign the attached forms and return them to our office by **[Deadline Date]**. Payment can be made via **[Payment Method/Link]**.

If you have any questions or would like to schedule a brief call to discuss your options, please contact us at **[Phone Number]** or **[Email Address]**.

Thank you for your continued business.

Sincerely,

[Agent Name]  
[Agency Name]  
[Phone Number]