

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: FINAL NOTICE: Your Renters Insurance Policy Expiring Soon

Dear [Policyholder Name],

Our records indicate that your renters insurance policy, #[**Policy Number**], is scheduled to expire on [**Expiration Date**].

To ensure your personal belongings remain protected and that you stay in compliance with your lease agreement, it is important to renew your coverage before the expiration date. A lapse in coverage could leave you financially responsible for damages or loss due to fire, theft, or liability claims.

Renewal Details:

- **New Policy Period:** [Start Date] to [End Date]
- **Renewal Premium:** \$[Amount]
- **Payment Due Date:** [Due Date]

How to Renew:

1. **Online:** Log in to your account at [Website URL].
2. **Phone:** Call us at [Phone Number] to pay via credit card or check.
3. **Mail:** Detach the bottom portion of your renewal invoice and mail it with your check.

If you have already sent your payment or renewed your policy, please disregard this notice. If you have questions regarding your coverage limits or need to update your information, please contact your agent at [Agent Phone Number].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Sender Name/Department]

[Insurance Company Name]

[Contact Information]