

[Date]

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

Subject: Annual Verification of Your Multi-Policy Discount

Dear [Customer Name],

Thank you for choosing [Company Name] for your insurance needs. We are currently conducting our annual review of active policies to ensure all applied discounts remain accurate.

Our records show that you are receiving a **Multi-Policy Discount** on your [Policy Type, e.g., Auto] policy, numbered [Policy Number], because you also hold a [Secondary Policy Type, e.g., Homeowners] policy with us.

What you need to do:

To maintain this discount for the upcoming renewal term, please confirm that your other policy remains active. You can do this by:

- Logging into your account at [Website URL].
- Calling our service team at [Phone Number].
- Replying to this letter with your secondary policy number: _____

If your policies are already linked in our system and no changes have been made, no further action is required, and your discount will automatically carry over to your new premium statement.

Please provide this verification by [Due Date] to avoid any adjustments to your premium. If you have recently cancelled your secondary policy, your multi-policy discount may be removed, which could result in a rate increase.

We appreciate your business and look forward to continuing to protect what matters most to you.

Sincerely,

[Agent Name/Department]
[Company Name]
[Contact Information]