

## **URGENT: ACTION REQUIRED FOR YOUR INSURANCE RENEWAL**

Date: [Insert Date]

To: [Client Name]

From: [Agent Name]

Subject: Urgent Notice Regarding Your Employment Practices Liability Insurance (EPLI) Renewal

Dear [Client Name],

We are writing to inform you that your Employment Practices Liability Insurance (EPLI) policy is set to expire on [Expiration Date]. Due to recent changes in the insurance market and evolving labor laws, it is critical that we begin your renewal process immediately to avoid any gap in coverage.

To secure the most competitive terms and ensure your business remains protected against claims related to discrimination, wrongful termination, and harassment, please provide the following documentation by [Deadline Date]:

- A completed and signed Renewal Application (attached).
- Your current total employee count (Full-time, Part-time, and Seasonal).
- Updated copies of your Employee Handbook or HR policies.
- Loss runs for the past [Number] years (if available).

Failure to submit these documents on time may result in a non-renewal of your current policy or a significant increase in premiums and deductibles.

Please return the requested information via email to [Email Address] or contact our office at [Phone Number] if you have any questions regarding these requirements.

We look forward to assisting you with this renewal.

Sincerely,

[Agent Name]

[Agency Name]

[Phone Number]

[Email Address]