

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear Valued Insurance Agency Client,

We are writing to thank you for choosing [Agency Name] for your insurance needs. We appreciate the trust you have placed in us to protect what matters most to you.

Our records indicate that your policy [Policy Number/Type] is currently [active/up for renewal]. We want to ensure that your coverage still aligns with your current lifestyle and financial goals. If you have recently experienced any major life changes, such as a new home purchase, a change in marital status, or a new addition to your family, please let us know so we can adjust your protection accordingly.

At [Agency Name], our priority is providing you with excellent service and competitive rates. If you have any questions regarding your current coverage or are interested in exploring additional policy options, please do not hesitate to contact your agent directly at [Phone Number] or via email at [Email Address].

Thank you again for being a loyal client. We look forward to continuing to serve you.

Sincerely,

[Your Name/Signature]

[Your Title]

[Agency Name]