

Subject: Fidelity Bond Annual Renewal Notice

Dear [Insured Name/Contact Name],

This notice is to inform you that your Fidelity Bond (Policy #[Policy Number]) is scheduled for its annual renewal on [Expiration Date].

To ensure continuous coverage and protection against employee dishonesty, forgery, or theft, please review the following renewal requirements:

- **Renewal Application:** Please complete the attached renewal questionnaire.
- **Financial Statements:** Provide the most recent year-end financial reports.
- **Updated Employee Count:** Confirm the current number of employees covered under the bond.

The estimated renewal premium for the upcoming term is \$[Premium Amount]. Please submit the required documentation and payment by [Due Date] to prevent any lapse in coverage.

If there have been any significant changes to your internal controls or business operations over the past year, please notify us immediately as this may affect your premium or coverage limits.

Should you have any questions regarding this renewal, please contact [Account Manager Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Company Name]