

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Policy Renewal and Premium Update

Dear [Client Name],

Thank you for choosing [Company Name] for your insurance needs. We truly value your continued trust and loyalty over the past year.

Your current policy, [Policy Number], is scheduled for renewal on [Renewal Date]. We have completed a review of your coverage to ensure you remain fully protected.

We are writing to inform you of an update to your premium for the upcoming term. Your new premium will be [New Amount], effective [Date]. This change reflects [brief reason, e.g., standard market adjustments/updated coverage valuations].

Renewal Details:

- Current Premium: [Old Amount]
- New Premium: [New Amount]
- Renewal Date: [Renewal Date]

No action is required if you wish to continue your coverage under the current payment method. Your policy will renew automatically on the date listed above.

If you have any questions regarding these changes or would like to review your coverage options to find additional savings, please contact us at [Phone Number] or [Email Address].

We look forward to serving you for another year.

Sincerely,

[Your Name]

[Your Title]

[Company Name]