

[Company Header/Logo]

[Current Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Renewal Notice - Commercial General Liability Policy #[Policy Number]

Dear [Client Name],

We appreciate the opportunity to provide insurance coverage for [Client Business Name]. Your current Commercial General Liability policy is scheduled to expire on [Expiration Date].

We are pleased to offer a renewal for the upcoming period from [Start Date] to [End Date]. Below is a summary of your renewal terms:

- **New Policy Number:** [Policy Number]
- **Renewal Premium:** \$[Amount]
- **Payment Due Date:** [Date]

Please review the enclosed policy documents carefully to ensure the limits, deductibles, and coverage areas continue to meet your business requirements. If there have been significant changes to your operations, revenue, or payroll over the past year, please notify us immediately so we can adjust your coverage accordingly.

To ensure continuous coverage without a lapse, please submit your payment by [Due Date] or contact our office to confirm your renewal instructions.

Thank you for your continued business. If you have any questions or would like to discuss other coverage options, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Agent Name]

[Agency Name]