

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Contact Name],

Subject: Thank You for Renewing Your Business Liability Coverage

On behalf of [Insurance Agency/Company Name], I would like to sincerely thank you for choosing to renew your Business Liability insurance policy, [Policy Number], for the upcoming term.

We value the trust you place in us to protect your business. Our commitment remains focused on providing you with comprehensive coverage and exceptional service. We are pleased to continue our partnership and support the ongoing growth and security of [Client Company Name].

Enclosed/Attached you will find your updated policy documents and proof of insurance. Please review these materials and keep them for your records. If there have been any significant changes to your business operations or if you have any questions regarding your coverage limits, please do not hesitate to contact us.

Thank you again for your continued loyalty.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency Name]

[Phone Number]

[Email Address]