

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Insurance Company Name]
[Agent Name]
[Address]
[City, State, Zip Code]

RE: Notice of Intent to Continue Commercial General Liability Policy

Policy Number: [Your Policy Number]
Expiration Date: [Current Expiration Date]

Dear [Agent Name or Underwriting Department],

This letter serves as formal notification that [Your Company Name] intends to continue our Commercial General Liability (CGL) coverage for the upcoming policy term beginning [Start Date].

We wish to maintain the current limits of liability and coverage terms as specified in our existing policy. Please find enclosed any required documentation or updated exposure information requested for the renewal process.

Please provide the following at your earliest convenience:

- A formal renewal quote for the new term.
- Confirmation of any changes in premiums or deductibles.
- Any updated forms required for signature.

We look forward to receiving the renewal documents and continuing our partnership with [Insurance Company Name]. Should you require further information, please contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Signature]
[Your Printed Name]
[Your Title]