

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Contact Name],

Thank you for choosing to renew your Commercial General Liability insurance policy with [Agency/Company Name]. We appreciate the opportunity to continue protecting [Client Company Name].

Your renewed coverage ensures that your business remains protected against potential risks and liabilities. Attached to this letter, you will find your updated policy documents and certificates of insurance for the upcoming term: [Policy Period Start Date] to [Policy Period End Date].

Please take a moment to review the documents. If there have been any significant changes to your business operations, locations, or estimated revenue, please let us know so we can ensure your coverage limits remain accurate.

We value your business and are here to support your growth. If you have any questions regarding your renewal or need to discuss additional coverage options, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Agency/Company Name]