

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Confirmation of Corporate Liability Insurance Renewal - Policy #[Policy Number]

Dear [Client Name],

Thank you for choosing to renew your Corporate Liability Insurance policy with [Insurance Agency/Company Name]. We value your continued trust and the opportunity to protect [Company Name].

This letter confirms that your coverage has been successfully renewed for the period of [Start Date] to [End Date]. Your updated policy documents, including the certificate of insurance and coverage summary, are attached for your records.

We remain committed to providing your business with comprehensive protection and professional service. If you have any questions regarding your coverage limits, or if your business operations change during this term, please do not hesitate to contact your account manager, [Agent Name], at [Phone Number].

We appreciate your business and look forward to another year of partnership.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency/Company Name]