

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Thank You for Renewing Policy #[Policy Number]

Dear [Client Name],

Thank you for choosing to renew your insurance policy with [Agency Name]. We truly value the trust you have placed in us to protect what matters most to you.

Our goal is to provide you with the highest level of service and peace of mind. We are committed to being here for you whenever you need assistance, whether you have a question about your coverage or need to file a claim.

Enclosed/Attached you will find your updated policy documents. Please review them to ensure all information is correct. If your circumstances have changed or if you would like to discuss additional coverage options, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you once again for your continued loyalty and for being a part of our agency family.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]