

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

[Customer Name]
[Customer Business Name]
[Customer Address]
[City, State, Zip Code]

Subject: Renewal of Commercial General Liability Policy - [Policy Number]

Dear [Customer Name],

Thank you for choosing [Your Company Name] as your trusted insurance partner. We value your continued loyalty and are pleased to inform you that your Commercial General Liability policy is scheduled for renewal on [Expiration Date].

Our goal is to ensure your business remains protected without interruption. We have reviewed your current coverage and have prepared the renewal terms for the upcoming period: [Start Date] to [End Date].

Renewal Summary:

- **Policy Number:** [Policy Number]
- **Renewal Premium:** \$[Amount]
- **Payment Due Date:** [Date]

To ensure your coverage remains accurate, please review your current business operations. If you have added new services, moved locations, or experienced a significant change in revenue, please contact us so we can update your policy accordingly.

How to Renew:

To maintain your coverage, please submit your payment by [Due Date] through our online portal at [Website Link] or by calling [Phone Number].

As a loyal customer, your business is important to us. If you have any questions regarding your renewal or would like to discuss additional coverage options, please do not hesitate to reach out to your account manager, [Agent Name], at [Agent Phone/Email].

We look forward to protecting your business for another year.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]