

[Date]

[Client Name]

[Business Name]

[Street Address]

[City, State, Zip Code]

Subject: Renewal of Your Small Business Liability Policy - [Policy Number]

Dear [Client Name],

Thank you for choosing to renew your small business liability insurance policy with [Company Name]. We appreciate your continued trust in us to help protect your business.

Your renewed coverage is effective from [Start Date] to [End Date]. Attached to this letter, you will find your updated policy documents and proof of insurance cards. Please review these documents to ensure all information regarding your business operations and coverage limits is accurate.

We remain committed to providing you with reliable support. If you have made any recent changes to your business, such as hiring new employees, moving locations, or adding new services, please let us know so we can adjust your coverage accordingly.

If you have any questions regarding your renewal or need assistance with a claim, please contact your agent at [Phone Number] or email us at [Email Address].

We look forward to supporting your business growth in the coming year.

Sincerely,

[Your Name]

[Your Title]

[Company Name]