

[Current Date]

[Client Name]

[Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Thank You for Renewing Your Commercial Liability Policy - [Policy Number]

Dear [Client Name],

Thank you for choosing to renew your Commercial General Liability insurance policy with [Insurance Agency/Company Name]. We appreciate your continued trust in us to protect your business assets and operations.

Your new policy period is effective from [Start Date] to [End Date]. Attached to this letter, you will find your updated policy documents and insurance certificates. Please review these documents carefully to ensure all coverage limits and business details are accurate.

We remain committed to providing you with excellent service. If you have any questions regarding your coverage, need to report a claim, or require additional certificates of insurance, please do not hesitate to contact us at [Phone Number] or [Email Address].

We value your partnership and look forward to supporting your business throughout the coming year.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency/Company Name]