

[Date]

[Client Name]

[Client Company Name]

[Street Address]

[City, State, Zip Code]

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

Dear [Client Name],

Thank you for choosing [Agency/Company Name] for your business insurance needs. We appreciate your continued trust in our services.

Your current Commercial General Liability policy is scheduled to expire on **[Expiration Date]**. We are pleased to provide you with the renewal terms to ensure your business remains protected without interruption.

Renewal Summary:

- **Carrier:** [Insurance Company Name]
- **Policy Period:** [Start Date] to [End Date]
- **Renewal Premium:** \$[Amount]
- **Payment Due Date:** [Date]

Please review the attached renewal documents for any changes in coverage, limits, or endorsements. If there have been significant changes to your business operations, annual revenue, or payroll over the past year, please notify us immediately so we can adjust your coverage accordingly.

Action Required:

To finalize your renewal, please sign the attached forms and return them to our office along with your payment by [Date].

If you have any questions regarding your renewal or would like to discuss additional coverage options, please contact me directly at [Phone Number] or [Email Address].

We look forward to another year of protecting your business.

Sincerely,

[Your Name]

[Your Title]

[Agency/Company Name]