

**ABC Insurance Company**

123 Main Street  
Springfield, ST 12345  
Phone: (123) 456-7890

Date: June 13, 2024

Policyholder Name: [Full Name]

Policy Number: [Policy Number]

Address: [Policyholder Address]

Dear [Policyholder Name],

This letter serves as a formal notice regarding the upcoming renewal of your auto insurance policy with ABC Insurance Company.

Your current policy is set to expire on [Expiration Date]. To ensure continuous coverage, your policy will automatically renew effective [Renewal Date], unless we receive notice of cancellation from you prior to this date.

Please review the attached renewal offer for details regarding your premium, coverage, and any changes to your policy. If you need to make changes or have any questions, please contact our customer service team at (123) 456-7890.

To avoid any lapse in coverage, please ensure your payment is received by the renewal date.

Thank you for choosing ABC Insurance Company for your auto insurance needs.

Sincerely,

[Agent Name]

ABC Insurance Company