

## **Motor Insurance Policy Renewal Letter**

Date: \_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Renewal of Motor Insurance Policy - Policy No: \_\_\_\_\_

Dear Sir/Madam,

This is to remind you that your Motor Insurance Policy (Policy No: \_\_\_\_\_) issued for your vehicle (Registration No: \_\_\_\_\_, Make/Model: \_\_\_\_\_) will expire on \_\_\_\_\_.

We request you to renew your policy before the expiry date to ensure continued coverage and protection. Kindly find the renewal premium details and instructions attached/enclosed for your reference.

Please feel free to contact us for any assistance or clarification.

Thank you for choosing our services.

Yours sincerely,

\_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
(Company Name)