

Company Name
Company Address Line 1
Company Address Line 2
Phone Number / Email

June 12, 2024

[Client Name]
[Client Address Line 1]
[Client Address Line 2]

Re: Business Interruption Insurance Policy Renewal

Dear [Client Name],

We are writing to remind you that your Business Interruption Insurance policy, policy number [Policy Number], is due for renewal on [Expiration Date].

To ensure continued coverage and to protect your business operations from unexpected interruptions, please review your current policy and let us know if there are any changes to your business that may affect your insurance needs.

If you wish to make adjustments or have any questions regarding your coverage, please contact us at your earliest convenience. Otherwise, your policy will be renewed automatically according to the existing terms.

Thank you for trusting us with your business insurance needs.

Sincerely,

[Your Name]
[Your Position]
[Company Name]