

Small Business Insurance Renewal Notice

Date: June 24, 2024

To: [Client Name]

[Business Name]

[Business Address]

Dear [Client Name],

We would like to thank you for trusting [Insurance Company Name] with your business insurance needs. Your current insurance policy, policy number **[Policy Number]**, is set to expire on **[Expiration Date]**.

Renewal Details

We are pleased to offer you a renewal of your small business insurance policy. Your new policy term will be effective from **[Renewal Start Date]** to **[Renewal End Date]**. Your annual premium will be: **[Premium Amount]**.

Please review your coverage options and let us know if you wish to make any changes or have questions regarding your renewal.

What You Need to Do

- Review the attached renewal summary and coverage details.
- Confirm your intent to renew before **[Renewal Confirmation Deadline]**.
- Contact us to discuss any updates to your business or changes in coverage needs.

If we do not receive your confirmation by the above deadline, your policy may lapse, and you may be at risk of being uninsured.

Thank you for choosing [Insurance Company Name]. We value your continued business and are here to support you!

Sincerely,

[Agent Name]

[Insurance Company Name]

[Contact Information]