

Date: _____

To,
The Manager,

(Name of Insurance Company)

(Branch Address)

Subject: Renewal Request for Automobile Insurance Policy

Dear Sir/Madam,

I am writing to request the renewal of my automobile insurance policy.

Policy Number: _____

Vehicle Registration No.: _____

Policy Expiry Date: _____

Kindly let me know the renewal premium and the required formalities for the renewal process.

Thank you for your prompt attention to this matter.

Yours faithfully,

(Name of Policy Holder)

Contact No.: _____