

Car Insurance Renewal Request Email Format (Sample)

Subject:

Car Insurance Renewal Request – [Your Policy Number]

To,

The Manager

[Insurance Company Name]

[Branch Address]

Dear Sir/Madam,

I am writing to request the renewal of my car insurance policy with the following details:

Policy Number: [Your Policy Number]

Car Registration Number: [Your Car Registration Number]

Policy Expiry Date: [Policy Expiry Date]

Kindly let me know the renewal premium, terms, and the renewal process. Please find attached any necessary documents, if required.

Thank you for your assistance.

Regards,

[Your Name]

[Your Contact Number]

[Your Email Address]