

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

To,

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

**Subject:** Renewal of Personal Vehicle Insurance Policy

Dear \_\_\_\_\_,

We wish to remind you that the insurance policy for your vehicle (Policy No: \_\_\_\_\_) is due to expire on \_\_\_\_\_. To ensure continued coverage and avoid any lapse in your insurance protection, we kindly request you to renew your policy on or before the expiry date.

**Vehicle Details:**

Registration Number: \_\_\_\_\_

Make & Model: \_\_\_\_\_

Policy Expiry Date: \_\_\_\_\_

You may visit our nearest branch, contact your insurance agent, or use our online renewal facility to complete the renewal process. Timely renewal will provide uninterrupted coverage against risks and comply with the legal requirements.

If you have any questions or require assistance, feel free to contact us at \_\_\_\_\_ or email us at \_\_\_\_\_.

Sincerely,

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

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