

[Insurance Company Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP]
[Phone Number] | [Email]

Date: [Date]

[Policyholder Name]
[Policyholder Address Line 1]
[Policyholder Address Line 2]
[City, State, ZIP]

Subject: Travel Insurance Policy Renewal Notice

Dear [Policyholder Name],

We hope this letter finds you well. We would like to inform you that your current travel insurance policy (Policy Number: [Policy Number]) is due for renewal on [Renewal Date].

Your continued coverage ensures you are protected against unforeseen events during your travels. To ensure uninterrupted protection, please review your policy details and renew your insurance by the due date.

If you wish to update any personal information or make changes to your coverage, please contact us before your renewal date. For details regarding your premium or to renew your policy, kindly refer to the attached renewal schedule or visit our website.

Thank you for choosing [Insurance Company Name] as your travel insurance provider. We look forward to serving you in the future and wish you safe and pleasant travels.

Sincerely,

[Authorized Signatory]
[Title]
[Insurance Company Name]