

[Your Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State, ZIP Code]

Date: [Insert Date]

To,
[Recipient Name / Insurance Company Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]

Subject: Intimation for Group Insurance Policy Renewal

Dear Sir/Madam,

We would like to inform you that the Group Insurance Policy (Policy No: [Insert Policy Number]) issued to [Your Company Name] is due for renewal on [Renewal Date].

We kindly request you to initiate the renewal process and provide us with the necessary formalities, updated premium quotation, and any requisite documents at your earliest convenience.

Please let us know if any additional information or documents are required from our end.

Looking forward to your prompt response and continued association.

Yours sincerely,

[Your Name]
[Your Designation]
[Your Contact Number]
[Your Email Address]
[Your Company Name]