|  |  |
| --- | --- |
| **~COMPANYLOGO~** | **~COMPANYNAME~**  **TEL.NO: ~TELNO~ FAXNO:~FAXNO~**  **INSURANCE RENEWAL REMINDER LETTER** |

YOUR REF: ~POLICYNO~  
  
OUR REF: ~PANUM~  
  
~CURRENT\_DT~  
  
TO:  
  
~CUSTOMER\_NAME~

~CUST\_ADDRESS~  
  
DEAR ~CUSTOMERNAME~,  
  
  
RE: REMINDER FOR RENEWAL OF MOTOR INSURANCE  
  
WE WISH TO REMIND YOU THAT YOUR MOTOR INSURANCE POLICY EXPIRES ON ~POLICYEXPIRYDATE~. PLEASE LET US KNOW WHETHER YOU WOULD LIKE TO RENEW THE POLICY UNDER THE SAME TERMS.  
  
  
  
  
  
THANK YOU.

~LOB\_NAME~ DEPARTMENT  
MUSCAT FINANCE