[Company Name]  
[Address: city, state, zip etc.]  
[Contact or tagline]  
[Website/other]

Re. Request for Renewal of Health Insurance of ID # 20398

Dear Hill,

I am Steve Johnson from Stigma Eight Groups of IT Professionals (SEGITP). This letter has been composed on behalf of the Director-General of the Company. This letter has been penned to you to request you the renewal of the medical insurance against ID # 20398 which includes the cluster insurance of the employees of the SEGITP. We had taken up the discounted insurance policy for our employees on 23rd March 20XX. The insurance has been expired on 12th January 20XX which needs to be renewed with immediate effect.

The employees have been having trouble due to the expired medical insurance because we have a complete panel on the board of your insurance company. Therefore, each employee is affected by the expiration of the insurance each year. Having all this said, I request you to outline a five-year insurance policy for our company and employees so that the company can stay alert on the insurance panel and no inconvenience can halt the cycle.

We assure you of our complete assistance in the process of revising the insurance policy for our company in the renewal process. You can contact us at [email] or fax no. [X]. Thank you.

Regards

Steve Johnson  
The Manager  
Stigma Eight Group of IT Professionals (SEGITP)  
Steward Heights, 8/9 Square, California, USA