

[Your Insurance Company Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Policyholder Name]  
[Street Address]  
[City, State, Zip Code]

Subject: Payment Reminder - Policy #[Policy Number]

Dear [Policyholder Name],

This is a friendly reminder that your upcoming auto insurance premium payment is due soon. Maintaining continuous coverage ensures you remain protected on the road.

**Payment Details:**

- Policy Number: [Policy Number]
- Payment Due Date: [Due Date]
- Total Amount Due: \$[Amount]

**How to Pay:**

- **Online:** Visit [Website URL] and log into your account.
- **Phone:** Call our automated system at [Phone Number].
- **Mail:** Send a check using the enclosed envelope.

If you have already made this payment, please disregard this notice. If you have any questions or need to discuss payment options, please contact our customer service team at [Phone Number].

Thank you for choosing [Your Insurance Company Name].

Sincerely,

[Sender Name/Department]  
[Your Insurance Company Name]