

[Date]

[Policyholder Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Renewal Payment Reminder for Policy #[Policy Number]

Dear [Policyholder Name],

This is a friendly reminder that your life insurance policy is due for renewal on **[Due Date]**. To ensure your coverage continues without interruption, please submit your renewal payment by the date mentioned above.

Policy Details:

- Policy Number: [Policy Number]
- Policy Type: [Policy Type]
- Renewal Premium Amount: [Amount]
- Renewal Date: [Due Date]

Payment Options:

You can make your payment via the following methods:

- Online: [Insert Website Link]
- Phone: Call us at [Phone Number]
- Mail: Send a check to [Company Address]

Maintaining your life insurance policy is essential for the long-term financial security of your beneficiaries. Please note that failure to pay the premium by the end of the grace period may result in a lapse of coverage.

If you have already made this payment, please disregard this notice. If you have any questions or wish to discuss your coverage, please contact our customer service department at [Phone Number] or [Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]