

[Current Date]

[Policyholder Name]

[Street Address]

[City, State, Zip Code]

Subject: Reminder: Your health insurance payment is due soon

Dear [Policyholder Name],

We hope you are doing well. This is a friendly reminder that your premium payment for your health insurance policy [Policy Number] is due on [Due Date].

To ensure your coverage remains active without interruption, please make your payment of \$[Amount] by the due date.

**Payment Options:**

- **Online:** Log in to your account at [Website URL].
- **Phone:** Call us at [Phone Number].
- **Mail:** Send a check to [Mailing Address].

If you have already sent your payment, please disregard this notice. Thank you for choosing [Insurance Company Name].

Sincerely,

[Your Name/Department]

[Insurance Company Name]

[Contact Phone Number]