

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

[Date]

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

Subject: Upcoming Payment Notice - Commercial Property Insurance

Dear [Policyholder Name],

This is a friendly reminder that a payment is due for your Commercial Property Insurance policy. To ensure that your coverage remains active and your business property stays protected, please remit payment by the due date listed below.

Policy Details:

- **Policy Number:** [Policy Number]
- **Property Insured:** [Property Address]
- **Payment Due Date:** [Date]
- **Amount Due:** \$[Amount]

Payment Options:

- **Online:** Visit [Website URL] and log into your account.
- **Phone:** Call our billing department at [Phone Number].
- **Mail:** Send a check payable to "[Company Name]" to the address listed at the top of this letter.

If payment has already been sent, please disregard this notice. If you have any questions regarding your coverage or this invoice, please contact your agent at [Agent Phone Number].

Thank you for choosing [Your Company Name] for your commercial insurance needs.

Sincerely,

[Your Name/Department Name]
[Your Title]