

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**Subject: Upcoming Payment Reminder - Policy #[Policy Number]**

Dear [Policyholder Name],

This is a friendly reminder that a payment for your [Type of Insurance, e.g., Auto/Home] insurance policy is due soon. To ensure your coverage remains active without interruption, please submit your payment by the due date listed below.

**Payment Details:**

- **Policy Number:** [Policy Number]
- **Amount Due:** \$[Amount]
- **Due Date:** [Date]

**How to Pay:**

- **Online:** Visit [Website URL] and log into your account.
- **Phone:** Call our automated payment line at [Phone Number].
- **Mail:** Send a check to the address listed on your billing statement.

If you have already made this payment, please disregard this notice. If you have any questions regarding your policy or the payment options available, please contact our customer service team at [Customer Service Phone Number].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Sender Name/Department]

[Insurance Company Name]