

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Reminder: Upcoming Scheduled Payment for Policy #[Policy Number]

Dear [Policyholder Name],

This is a friendly reminder regarding your upcoming premium payment for your Term Life Insurance policy.

Payment Details:

- **Policy Number:** [Policy Number]
- **Due Date:** [Due Date]
- **Amount Due:** \$[Amount]
- **Payment Method:** [Automatic Withdrawal / Manual Payment]

If you are enrolled in automatic payments, the amount listed above will be deducted from your account on the scheduled date. Please ensure that sufficient funds are available to avoid any interruption in your coverage.

If you pay manually, please submit your payment by the due date via our online portal, by mail, or by phone at [Phone Number].

Maintaining timely payments ensures that your beneficiaries remain protected and your coverage stays active. If you have already made this payment, please disregard this notice.

If you have any questions or need to update your billing information, please contact our customer service team at [Phone Number] or visit [Website].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Sender Name/Department]

[Insurance Company Name]