

[Date]

[Policyholder Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Reminder - Upcoming Liability Insurance Premium Payment

Dear [Policyholder Name],

This is a friendly reminder that the premium payment for your Liability Insurance policy is due soon. Please find the payment details below:

- **Policy Number:** [Policy Number]
- **Coverage Type:** [Type of Liability Insurance]
- **Due Date:** [Due Date]
- **Amount Due:** \$[Amount]

To ensure your coverage remains active and uninterrupted, please submit your payment by the due date mentioned above. You can make your payment through the following methods:

- **Online:** [Link to Payment Portal]
- **By Phone:** [Phone Number]
- **By Mail:** [Mailing Address for Checks]

If you have already made this payment, please disregard this notice. If you have any questions or would like to discuss your policy, please contact our customer service team at [Contact Phone Number] or [Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]