

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

[Date]

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

Subject: Reminder: Your Monthly Insurance Installment is Due Soon

Dear [Policyholder Name],

This is a friendly reminder regarding your upcoming monthly insurance installment for policy number: **[Policy Number]**.

Payment Details:

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

Please ensure that your payment is processed by the due date to maintain continuous coverage and avoid any late fees or interruptions to your policy.

How to Pay:

- **Online:** Visit our portal at [Website Link]
- **Phone:** Call us at [Phone Number]
- **Mail:** Send a check to the address listed at the top of this letter

If you have already made this payment, please disregard this notice. If you have any questions or need to update your payment method, please contact our customer service team.

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name/Department]
[Your Company Name]