

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

[Date]

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

Subject: Notice of Upcoming Annual Insurance Premium Payment

Dear [Policyholder Name],

This letter is a friendly reminder regarding your upcoming annual insurance premium payment for your policy: **[Policy Number]**.

To ensure your coverage remains active and uninterrupted, please make your payment by the due date listed below:

- **Policy Type:** [Type of Insurance]
- **Premium Amount:** \$[Amount]
- **Due Date:** [Due Date]

Payment Options:

- **Online:** Visit [Website URL] and log into your account.
- **Phone:** Call our automated system at [Phone Number].
- **Mail:** Send a check payable to [Company Name] using the enclosed envelope.

If you have already made this payment, please disregard this notice. If you have any questions or wish to discuss your coverage, please contact our customer service team at [Phone Number] or via email at [Email Address].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name/Department Name]
[Your Company Name]