

[Date]

[Policyholder Name]

[Street Address]

[City, State, Zip Code]

Subject: URGENT: Your Payment Method for Policy [Policy Number] Is Expiring Soon

Dear [Policyholder Name],

We are writing to notify you that the credit/debit card on file for your homeowners insurance policy ends in **[Last 4 Digits of Card]** and is set to expire on **[Expiration Date]**.

To prevent any interruption in your coverage or a lapse in your policy, please update your payment information before the expiration date. If your payment method is not updated, your next scheduled premium payment may be declined.

How to update your information:

- **Online:** Log in to your account at [Website URL].
- **Phone:** Call our billing department at [Phone Number].
- **Mobile App:** Update your details via the [Company Name] app.

If you have already updated your information, please disregard this notice.

Thank you for choosing [Insurance Company Name] for your home protection needs.

Sincerely,

[Sender Name/Department]

[Insurance Company Name]

[Contact Information]