

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Notice of Upcoming Automated Premium Payment

Dear [Policyholder Name],

This is a reminder regarding your upcoming insurance premium payment. According to our records, your payment will be automatically drafted from your account on file.

Policy Details:

- **Policy Number:** [Policy Number]
- **Payment Amount:** \$[Amount]
- **Draft Date:** [Date of Withdrawal]
- **Payment Method:** [Bank Account/Card Ending in XXXX]

Please ensure that sufficient funds are available in your account by the draft date to avoid any processing issues or potential lapses in coverage.

If you have recently made changes to your banking information or wish to update your payment method, please contact our customer service department at [Phone Number] or log in to your account at [Website URL] at least [Number] days prior to the draft date.

Thank you for choosing [Company Name].

Sincerely,

[Company Name]

[Department Name]

[Contact Information]