

[Date]

[Policyholder Name]

[Street Address]

[City, State, Zip Code]

**Subject: Notice of Upcoming Premium Payment - Policy #[Policy Number]**

Dear [Policyholder Name],

This is a friendly reminder that the premium payment for your life insurance policy is due soon. Maintaining your payments ensures that your coverage remains active and your beneficiaries remain protected.

**Payment Details:**

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

**How to Pay:**

1. Online: Visit [Website URL] and log into your account.
2. Phone: Call our automated system at [Phone Number].
3. 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 need to update your payment method, please contact our customer service team at [Phone Number] or [Email Address].

Thank you for choosing [Company Name] for your insurance needs.

Sincerely,

[Sender Name]

[Title]

[Company Name]