

[Policyholder Name]
[Address Line 1]
[City, State, Zip Code]

Date: [Date]

Subject: Notice of Upcoming Auto Insurance Premium Payment

Dear [Policyholder Name],

This is a friendly reminder that your premium payment for auto insurance policy #[Policy Number] is due soon. To ensure your coverage remains active without interruption, please make your payment by the due date listed below.

Payment Details:

- **Amount Due:** \$[Amount]
- **Due Date:** [Due Date]
- **Policy Period:** [Start Date] to [End Date]

How to Pay:

- **Online:** Visit [Website URL] and log into your account.
- **Phone:** Call our automated payment line 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 regarding your policy or need to update your payment method, please contact our customer service team at [Support Phone Number].

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

Sincerely,

[Sender Name/Department]
[Insurance Company Name]