

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

[Date]

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

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

Dear [Contact Name],

This letter is a friendly reminder that a premium payment for your commercial insurance policy is due soon. To ensure your business coverage remains active and uninterrupted, please submit your payment by the due date listed below.

Payment Details:

- **Policy Number:** [Policy Number]
- **Policy Type:** [e.g., General Liability / Property]
- **Amount Due:** \$[Amount]
- **Due Date:** [Date]

Payment Options:

- **Online:** Visit [Website URL] and log into your account.
- **Phone:** Call us at [Phone Number] to pay via credit card or ACH.
- **Mail:** Send a check payable to "[Company Name]" to the address listed at the top of this letter.

If payment has already been sent, please disregard this notice. If you have any questions regarding your invoice or wish to discuss payment plans, please contact our billing department at [Phone Number].

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

Sincerely,

[Your Name/Signature]
[Title]
[Your Company Name]