

Date: [Current Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Subject: Save on Your Upcoming Premium Payment - Policy #[Policy Number]

Dear [Policyholder Name],

This is a friendly reminder that your next premium payment for policy #[Policy Number] is due on [Due Date].

We are pleased to offer you an early payment discount. If you submit your payment by [Early Bird Deadline], you are eligible for a [Percentage/Amount] discount on your total premium.

Payment Details:

- Standard Premium Amount: \$[Amount]
- **Discounted Amount: \$[Discounted Amount]**
- Early Payment Deadline: [Date]

To take advantage of this offer, you can pay via our online portal at [Website Link], via mobile app, or by mailing a check to the address below. Please ensure your payment is processed before the deadline to receive the lower rate.

If you have already made your payment, please disregard this notice.

Thank you for choosing [Company Name].

Sincerely,

[Sender Name/Department]

[Company Name]

[Phone Number]