

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Upcoming Policy Renewal and Premium Payment

Dear [Customer Name],

We are writing to inform you that your insurance policy [**Policy Number**] is scheduled for renewal on [**Renewal Date**].

To ensure uninterrupted coverage, please review your renewal details below:

- **Policy Type:** [Policy Type]
- **Renewal Period:** [Start Date] to [End Date]
- **Premium Amount Due:** [Amount]
- **Payment Due Date:** [Due Date]

If you have set up automatic payments, the amount listed above will be deducted from your registered account on the due date. No further action is required.

If you pay manually, you can complete your payment through the following methods:

- Online via our portal: [Link]
- By phone: [Phone Number]
- By mail: Please send a check to the address listed on your enclosed invoice.

Should you wish to make changes to your coverage or if you have any questions regarding this renewal, please contact our customer service team at [Support Phone Number] or email us at [Support Email Address].

Thank you for choosing [Company Name]. We value your continued business.

Sincerely,

[Sender Name]

[Company Name]

[Website]