

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

[Date]

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

Subject: URGENT REMINDER: Upcoming Premium Payment for Policy #[Policy Number]

Dear [Policyholder Name],

This is an urgent reminder that your insurance premium payment is due on **[Due Date]**. Our records indicate that we have not yet received your payment of **[Amount Due]**.

To ensure that your coverage remains active and to avoid any lapse in protection, please submit your payment as soon as possible. A lapse in coverage could leave you unprotected in the event of a claim.

Payment Options:

- **Online:** Visit [Website URL] to pay via credit card or bank transfer.
- **Phone:** Call us at [Phone Number] to pay over the phone.
- **Mail:** Send a check or money order to the address listed at the top of this letter.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding your policy, please contact our customer service department immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]
[Your Company Name]