

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

[Date]

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

**Subject: Courtesy Reminder: Premium Payment Past Due**

Dear [Policyholder Name],

This is a courtesy reminder that we have not yet received the premium payment for your policy listed below:

**Policy Number:** [Policy Number]

**Due Date:** [Due Date]

**Amount Due:** \$[Amount]

To ensure your coverage remains active and to avoid any potential lapse in protection, please submit your payment as soon as possible. If you have already sent your payment, please disregard this notice.

**How to Pay:**

- **Online:** Visit [Website URL]
- **Phone:** Call us at [Phone Number]
- **Mail:** Use the enclosed envelope to send a check to the address above.

If you are experiencing financial difficulties or have questions regarding your bill, please contact our customer service team at [Phone Number]. We are here to help.

Thank you for choosing [Your Company Name].

Sincerely,

[Sender Name/Department]  
[Your Company Name]