Date: [Date]

To:
[Mortgagee/Lender Name]
[Mortgagee Address]
[City, State, Zip Code]

RE: FIRST NOTICE OF PREMIUM DUE
Insured: [Insured Name(s)]
Property Address: [Property Address]
Policy Number: [Policy Number]
Loan Number: [Loan Number]

Dear Mortgagee Clause Department,

Our records indicate that the insurance policy referenced above is due for renewal. As the mortgagee listed on this policy, we are notifying you that the premium for the upcoming term is now due.

Policy Period: [Start Date] to [End Date]
Total Premium Due: $[Amount]

Please remit payment by the due date of **[Due Date]** to ensure continuous coverage and to protect your interest in the property. Payments can be sent to the address listed below:

[Payment Mailing Address]
[City, State, Zip Code]

If payment has already been sent, please disregard this notice. If there has been a change in the mortgagee clause or if this loan has been serviced by another entity, please contact our office immediately at [Phone Number].

Sincerely,

[Agent/Agency Name]
[Insurance Company Name]
[Contact Information]