

Date: [Insert Date]

To:

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Subject: FIRST WARNING: Past Due Premium for Umbrella Policy #[Policy Number]

Dear [Policyholder Name],

This is a formal notification regarding the unpaid premium for your Umbrella Liability Insurance policy. Our records indicate that we have not yet received your payment, which was due on [Original Due Date].

Account Summary:

- **Policy Number:** [Policy Number]
- **Past Due Amount:** \$[Amount]
- **Late Fee (if applicable):** \$[Amount]
- **Total Amount Due:** \$[Total Amount]

To ensure your coverage remains active and uninterrupted, please submit your payment by [New Deadline Date]. If payment is not received by this date, your policy may be at risk of cancellation, leaving you without supplemental liability protection.

How to Pay:

- Online: [Insert Link]
- By Phone: [Insert Phone Number]
- By Mail: [Insert Mailing Address]

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

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]