[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]

Subject: Instructions for Setting Up Your Automatic Premium Payments

Dear [Policyholder Name],

Thank you for choosing [Company Name]. To ensure your coverage remains active without the need for manual monthly payments, please follow the steps below to set up your Automatic Premium Payment (Auto-Pay) plan.

Step 1: Choose Your Payment Method

We accept the following methods for automatic deductions:

- Checking or Savings Account (ACH)
- Credit Card (Visa, Mastercard, AMEX)
- Debit Card

Step 2: Access Your Account

Log in to your online member portal at [Website URL]. If you have not registered yet, click "Create Account" and use your Policy Number: [Policy Number].

Step 3: Enable Auto-Pay

Navigate to the "Billing" or "Payments" section. Select "Set Up Auto-Pay" and enter your preferred payment details. Choose your preferred withdrawal date (e.g., the 1st or 15th of the month).

Step 4: Confirmation

Review your information and click "Submit." You will receive a confirmation email once the setup is complete. Please continue to make manual payments until you receive notification that your automatic schedule is active.

Important Note: Ensure that sufficient funds are available on your selected date to avoid any late fees or lapses in coverage.

If you prefer to set this up via telephone or mail, please contact our Billing Department at [Phone Number] or return the enclosed authorization form.

Sincerely,

[Sender Name]
[Title]
[Company Name]