Date: [Insert Date]

To: [Policyholder Name]
Address: [Policyholder Address]
Policy Number: [Insert Policy Number]

Subject: Reminder: Set Up Your Automatic Premium Payments

Dear [Policyholder Name],

We are writing to remind you to set up automatic payments for your insurance premium. Switching to automatic payments ensures your coverage remains active without the need to remember monthly due dates.

Benefits of Automatic Payments:

- Avoid late fees and missed payments.
- Ensure continuous insurance protection.
- Save time and reduce paperwork.

How to Enroll:

You can set up your payments by following these steps:

1. Log in to your account at [Insert Website URL].
2. Go to the "Billing" or "Payments" section.
3. Select "Set Up Auto-Pay" and follow the instructions.

Alternatively, you can call our customer service team at [Insert Phone Number] to enroll over the phone.

If you have already set up your automatic payments, please disregard this notice.

Thank you for choosing [Company Name].

Sincerely,

[Your Name/Department]
[Company Name]