[Company Name]
[Billing Department Address]
[City, State, Zip Code]
[Date]

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

Subject: Policy Renewal and Automatic Payment Setup

Dear [Policyholder Name],

Thank you for choosing [Company Name]. We are pleased to inform you that your policy [Policy Number] is scheduled for renewal on [Renewal Date].

To ensure your coverage remains active without interruption, we invite you to set up Automatic Premium Payments. By enrolling in auto-pay, your premium of $[Amount] will be automatically deducted from your chosen account on [Day of Month] of each billing cycle.

Benefits of Automatic Payments:

- Avoid late fees and missed payments.
- Save time and postage costs.
- Ensure continuous insurance protection.

How to set up your automatic payments:

1. Log in to your account at [Website URL].
2. Navigate to the "Billing" or "Payments" section.
3. Select "Enroll in Auto-Pay."
4. Enter your preferred banking or credit card information.

If you prefer to set this up by phone, please call our customer service team at [Phone Number] between [Hours of Operation].

If you have already enrolled in auto-pay, no further action is required. Your new premium will be deducted starting on your next scheduled payment date.

Thank you for your continued trust in us.

Sincerely,

[Your Name/Department Name]
[Company Name]