

Date: [Insert Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Subject: Upcoming Premium Payment Reminder - Policy [Policy Number]

Dear [Policyholder Name],

This is a friendly reminder that a premium payment for your insurance policy is due soon.

Payment Details:

Policy Number: [Policy Number]

Due Date: [Due Date]

Amount Due: [Amount]

To ensure your coverage remains active and uninterrupted, please make your payment by the due date listed above. You can pay using any of the following methods:

- Online via our portal: [Link]
- By phone: [Phone Number]
- By mail: Send a check to [Payment Address]

If you have already made this payment, please disregard this notice.

If you have any questions or need to discuss payment options, please contact our customer service team at [Phone Number] or [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name/Department]

[Company Name]