

Date: [Current Date]

Policyholder Name: [Name]

Policy Number: [Policy Number]

Subject: Upcoming Premium Payment Reminder

Dear [Policyholder Name],

This is an automated reminder regarding your upcoming insurance premium payment.

Payment Details:

- Amount Due: [Amount]
- Due Date: [Due Date]
- Payment Method: [Method/Automatic Debit/Manual]

If you have already made this payment, please disregard this notice. If you have signed up for automatic payments, the amount will be deducted from your account on the scheduled date.

To make a payment online or view your policy details, please visit our portal at: [Link to Website]

Thank you for choosing [Company Name].

Sincerely,

Customer Service Team
[Company Name]