

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

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

Dear [Policyholder Name],

This is a friendly reminder that your life insurance premium payment for policy number **[Policy Number]** is due on **[Due Date]**.

Payment Details:

- **Policy Number:** [Policy Number]
- **Amount Due:** [Amount]
- **Due Date:** [Due Date]

To ensure that your coverage remains active and your beneficiaries stay protected, please make your payment by the due date. If you have already made this payment, please disregard this notice.

How to pay:

- Online via our portal: [Link]
- By phone: [Phone Number]
- By mail: Please send a check to the address listed above.

If you have any questions or would like to update your payment method, please contact our customer service team at [Phone Number] or [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name/Department]
[Company Name]