

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Reminder - Upcoming Auto Insurance Premium Payment

Dear [Policyholder Name],

This is a friendly reminder that your premium payment for auto insurance policy #[**Policy Number**] is due soon.

Payment Details:

- **Amount Due:** \$[Amount]
- **Due Date:** [Due Date]

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

- **Online:** Log in to your account at [Website URL]
- **Phone:** Call our automated system at [Phone Number]
- **Mail:** Send a check to the address listed on your statement

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

If you have questions regarding your policy or need assistance with payment options, please contact our customer service team at [Customer Service Phone Number] or email us at [Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Agent/Department Name]

[Insurance Company Name]