

[Your Insurance Company Name]
[Billing Department Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

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

Dear [Policyholder Name],

This is a friendly reminder that the premium payment for your homeowners insurance policy is due soon. To ensure your home remains fully protected and your coverage continues without interruption, please submit your payment by the due date listed below.

Account Summary:

- **Policy Number:** [Policy Number]
- **Payment Due Date:** [Date]
- **Total Amount Due:** \$[Amount]

How to Pay:

- **Online:** Visit [Website URL] and log in to your account.
- **Phone:** Call our automated system at [Phone Number].
- **Mail:** Send a check using the enclosed envelope and payment coupon.

If you have already sent your payment, please disregard this notice. If you have any questions regarding your policy or need to update your payment method, please contact our customer service team at [Phone Number] or [Email Address].

Thank you for choosing [Your Insurance Company Name] to protect your home.

Sincerely,

[Sender Name/Department]
[Your Insurance Company Name]