

[Company Header/Logo]

[Date]

[Policyholder Name]

[Business Name]

[Street Address]

[City, State, Zip Code]

Subject: NOTICE OF UPCOMING PREMIUM PAYMENT - Policy #[Policy Number]

Dear [Policyholder Name],

This is a friendly reminder that the premium payment for your commercial insurance policy is due soon. To ensure your business coverage remains active and uninterrupted, please submit your payment by the due date listed below.

Payment Details:

- Policy Number: [Policy Number]
- Policy Type: [Type of Insurance]
- Due Date: [Date]
- Amount Due: \$[Amount]

Payment Options:

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

If you have already sent your payment, please disregard this notice. If you have questions regarding your coverage or need to discuss payment arrangements, please contact your agent or our billing department at [Phone Number].

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

Sincerely,

[Sender Name/Department]

[Insurance Company Name]