

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

[Date]

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

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

Dear [Policyholder Name],

This is a friendly reminder that the annual premium for your [Type of Insurance, e.g., Life/Home/Auto] insurance policy is due soon.

**Payment Details:**

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

To ensure your coverage remains active without interruption, please make your payment by the due date mentioned above. You can complete your payment through any of the following methods:

- **Online:** Visit [Website URL] and log into your account.
- **Phone:** Call our automated payment line at [Phone Number].
- **Mail:** Send a check payable to "[Company Name]" using the enclosed envelope.

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

Should you have any questions or wish to discuss your policy, please contact our customer service team at [Customer Service Phone Number] or email us at [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name/Department]  
[Company Name]