

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Reminder - Quarterly Premium Payment Due for Policy [Policy Number]

Dear [Policyholder Name],

This is a friendly reminder that your quarterly premium payment for the period of [Start Date] to [End Date] is due soon.

Payment Details:

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

To ensure your coverage remains active without interruption, please make your payment by the due date mentioned above.

How to Pay:

- **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. If you have any questions or need to update your billing information, please contact our customer service team at [Customer Service Phone] or [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name/Department]

[Company Name]