

[Date]

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

Subject: Policy Renewal and Premium Payment Reminder - [Policy Number]

Dear [Recipient Name],

We are writing to inform you that your [Policy Type, e.g., Auto/Home] insurance policy, number [Policy Number], is scheduled to expire on [Expiry Date].

To ensure your coverage continues without interruption, your policy needs to be renewed. The details for the upcoming term are as follows:

- **Renewal Period:** [Start Date] to [End Date]
- **Total Premium Due:** [Amount]
- **Payment Due Date:** [Due Date]

Please make your payment by the due date mentioned above to maintain your protection. You can complete your payment through the following methods:

- Online via our website: [Link]
- By phone: [Phone Number]
- By mail: Please send a check to [Mailing Address]

If you would like to review your coverage options or make changes to your policy before renewing, please contact your agent at [Agent Phone/Email].

Thank you for choosing [Company Name]. We value your continued business.

Sincerely,

[Sender Name]
[Company Name]
[Contact Information]