[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Reminder: Unpaid Premium for Policy [Policy Number]

Dear [Policyholder Name],

This is a friendly reminder that we have not yet received the premium payment for your insurance policy, which was due on [Due Date].

Payment Details:

- Policy Number: [Policy Number]
- Amount Due: [Amount]
- Original Due Date: [Due Date]

To ensure that your insurance coverage remains active and uninterrupted, please arrange for payment as soon as possible. You can make your payment through the following methods:

- Online via our website: [Website URL]
- By phone: [Phone Number]
- By mail: Please send a check to [Payment Address]

If you have already sent your payment, please disregard this letter. If you are experiencing difficulties making this payment, please contact our customer service team at [Phone Number] to discuss available options.

Thank you for choosing [Company Name].

Sincerely,

[Your Name/Department]
[Company Name]
[Contact Information]