[Date]

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

Subject: Reminder - Outstanding 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 mentioned above, which was due on [Due Date].

Payment Details:
Policy Number: [Policy Number]
Amount Due: [Amount]
Due Date: [Due Date]

To ensure your coverage remains active and uninterrupted, please make your payment as soon as possible. You can pay via [Payment Method 1], [Payment Method 2], or by calling our customer service line at [Phone Number].

If you have already sent your payment, please disregard this notice.

If you are experiencing any difficulties or have questions regarding your policy, please contact us at [Phone Number] or [Email Address]. We are here to help.

Thank you for choosing [Company Name].

Sincerely,

[Sender Name/Department]
[Company Name]