

## SECOND NOTICE OF PAST DUE PREMIUM

Date: [Insert Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Re: Homeowners Insurance Policy #[Insert Policy Number]

Dear [Policyholder Name],

This is a second reminder that we have not yet received payment for your homeowners insurance premium. Our records indicate that your account is now [Number] days past due.

### **Payment Details:**

Due Date: [Insert Original Due Date]

Amount Due: \$[Insert Amount]

Late Fee (if applicable): \$[Insert Fee Amount]

**Total Balance: \$[Insert Total Amount]**

Your homeowners insurance coverage is at risk of cancellation if payment is not received immediately. Maintaining continuous coverage is essential to protect your property and may be a requirement of your mortgage agreement.

If you have already sent your payment, please disregard this notice. If you have not yet paid, please do so using one of the following methods:

- Online: [Insert Website URL]
- By Phone: [Insert Phone Number]
- By Mail: [Insert Remittance Address]

If you are experiencing financial hardship or have questions regarding your bill, please contact our billing department at [Insert Phone Number] between [Insert Business Hours].

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]