

[Company Letterhead/Logo]

[Date]

[Policyholder Name]

[Business Name]

[Street Address]

[City, State, Zip Code]

Re: SECOND NOTICE - Past Due Premium for Policy #[Policy Number]

Dear [Policyholder Name],

Our records indicate that we have not yet received payment for your business property insurance premium, which is now significantly overdue. A first notice was sent to you on [Date of First Notice].

Account Summary:

- Policy Number: [Policy Number]
- Due Date: [Original Due Date]
- Total Amount Due: \$[Amount]
- Late Fee (if applicable): \$[Amount]
- **Total Balance: \$[Total Amount]**

To ensure that your business property remains protected and to avoid a lapse in coverage or potential policy cancellation, please remit your payment immediately. You can pay via the following methods:

- **Online:** [Website URL]
- **By Phone:** [Phone Number]
- **By Mail:** Send a check to [Payment Mailing Address]

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding your invoice, please contact our billing department at [Phone Number] as soon as possible.

Sincerely,

[Name/Department]

[Insurance Company Name]

[Contact Information]