

[Your Name/Company Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

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

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

Dear [Policyholder Name],

This is a second reminder that we have not yet received the premium payment for your Personal Umbrella Insurance policy. Our records indicate that your account is currently past due.

Account Summary:

Policy Number: [Policy Number]
Due Date: [Original Due Date]
Total Amount Due: \$[Amount]

Your umbrella policy provides critical liability protection over and above your standard home and auto insurance. To ensure your coverage remains active and to avoid a lapse in protection, please submit your payment immediately.

Payment Options:

- Online: [Website URL]
- Phone: [Phone Number]
- Mail: Please send a check in the enclosed envelope.

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

Sincerely,

[Your Name/Signature]
[Title]
[Company Name]