

Date: [Current Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: ACTION REQUIRED - Unsuccessful Automatic Premium Bank Draft

Dear [Policyholder Name],

We are writing to inform you that our recent attempt to draft the premium payment for your policy [Policy Number] from your bank account ending in [Last 4 Digits] was unsuccessful.

As a result, your premium payment of \$[Amount] remains outstanding. To ensure your coverage remains active and to avoid any potential lapse in benefits, please take action to resolve this balance immediately.

Payment Details:

Unsuccessful Draft Date: [Date]

Amount Due: \$[Amount]

Due Date: [Date]

How to remit payment:

- **Online:** Log in to your account at [Website URL] to make a one-time payment.
- **Phone:** Call our automated payment line at [Phone Number].
- **Mail:** Send a check or money order payable to [Company Name] to the address listed below.

If you have already made this payment or if you believe this notification is in error, please disregard this letter. If you need to update your banking information for future drafts, please contact our customer service department at [Phone Number] or update your profile online.

Thank you for your prompt attention to this matter.

Sincerely,

[Company Name]

[Department Name]

[Contact Phone Number]