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

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

Subject: Friendly Reminder: Your Auto Insurance Premium is Overdue

Dear [Policyholder Name],

We are writing to send a friendly reminder that we have not yet received the premium payment for your auto insurance policy, #[Policy Number], which was due on [Due Date].

We value having you as a customer and want to ensure your coverage remains active without interruption. To keep your policy in good standing, please submit a payment of $[Amount Due] at your earliest convenience.

You can make your payment through the following methods:

- Online: [Link to Payment Portal]
- By Phone: [Phone Number]
- By Mail: Please send a check to the address listed above

If you have already sent your payment, please disregard this notice. If you are experiencing any difficulties or have questions regarding your bill, please contact our customer service team at [Phone Number].

Thank you for choosing [Company Name] for your auto insurance needs.

Sincerely,

[Your Name/Department]
[Company Name]