

[Date]

[Insured Name]

[Street Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Commercial General Liability Premium Installment Due

Dear [Policyholder Name],

We hope your business is doing well. This is a friendly reminder regarding the upcoming installment for your Commercial General Liability insurance policy.

Policy Details:

- **Policy Number:** [Policy Number]
- **Installment Amount Due:** \$[Amount]
- **Due Date:** [Date]

To ensure your coverage remains active and uninterrupted, please submit your payment by the due date mentioned above. You can make your payment through the following methods:

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

If you have already sent your payment, please disregard this notice. If you have any questions or need to discuss payment options, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for choosing [Insurance Agency/Company Name] for your business protection.

Sincerely,

[Your Name/Department]

[Insurance Agency/Company Name]

[Phone Number]