

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Payment Confirmation - Commercial General Liability Premium Installment

Dear [Policyholder Name],

This letter serves as official confirmation that we have received your installment payment for your Commercial General Liability insurance policy.

Payment Details:

- **Policy Number:** [Policy Number]
- **Payment Amount Received:** \$[Amount]
- **Date Received:** [Date]
- **Payment Method:** [Method - e.g., Credit Card/Check/ACH]

This payment has been applied to your account. Your coverage remains in active status. Your next scheduled installment of \$[Next Amount] is due on [Next Due Date].

Please keep this notice for your financial records. If you have any questions regarding your billing or policy coverage, please contact our billing department at [Phone Number] or via email at [Email Address].

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

Sincerely,

[Name/Department]

[Insurance Company Name]