

[Insurance Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Notice of Automatic Premium Deduction

Dear [Policyholder Name],

This is a formal notification regarding your upcoming premium installment for your Commercial General Liability insurance policy. As per your automatic payment enrollment, the following amount will be deducted from your registered account.

Policy Information:

- **Policy Number:** [Policy Number]
- **Installment Amount:** \$[Amount]
- **Deduction Date:** [Date of Withdrawal]
- **Payment Method:** [Bank Account/Card Ending in XXXX]

Please ensure that sufficient funds are available in your account by the deduction date to avoid any late fees or potential interruption in coverage.

You do not need to take any action if your billing information remains the same. If you need to update your payment method or have questions regarding this installment, please contact our billing department at [Phone Number] or visit our online portal at [Website URL].

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

Sincerely,

[Sender Name/Department]
[Insurance Company Name]