

[Date]

[Policyholder Name]

[Address]

[City, State, Zip Code]

Subject: Reminder: Your Annual Life Insurance Premium is Due

Dear [Policyholder Name],

We hope this letter finds you well. This is a friendly reminder that the annual premium for your life insurance policy is due soon.

Policy Details:

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

Maintaining your policy ensures that your loved ones remain protected. To keep your coverage active without any interruption, please submit your payment by the due date listed above.

How to Pay:

- Online: Visit [Website URL] to pay via your portal.
- Phone: Call us at [Phone Number].
- Mail: Send a check to the address listed on the enclosed invoice.

If you have already sent your payment, please disregard this notice. If you have any questions or would like to review your coverage, please feel free to contact us.

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

Sincerely,

[Your Name/Department]

[Insurance Company Name]

[Contact Information]