

[Date]

[Policyholder Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Important Notice Regarding Your Life Insurance Policy #[Policy Number]

Dear [Policyholder Name],

We are writing to inform you that we have not yet received the premium payment for your life insurance policy, which was due on [Due Date].

Your policy is currently within its **grace period**. This means your coverage remains active; however, if the payment is not received by [End Date of Grace Period], your policy will lapse and your coverage will terminate.

Payment Details:

- Policy Number: [Policy Number]
- Premium Amount Due: \$[Amount]
- Original Due Date: [Date]
- Grace Period Expiry Date: [Date]

To ensure your beneficiaries remain protected and to avoid the need for a medical reinstatement process, please make your payment as soon as possible.

How to Pay:

- Online: Visit [Website URL]
- Phone: Call us at [Phone Number]
- Mail: Send a check to [Payment Address]

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship, please contact our customer service team to discuss available options.

Sincerely,

[Sender Name/Department]

[Insurance Company Name]

[Contact Phone Number]