

[Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Policyholder Name]
[Address]
[City, State, Zip Code]

Subject: Premium Due Notice - Policy Number: [Policy Number]

Dear [Policyholder Name],

This is a reminder that the premium for your cash value life insurance policy is due on **[Due Date]**. To keep your coverage active and continue building your policy's cash value, please ensure payment is received by the due date.

Policy Summary:

- **Current Premium Due:** \$[Amount]
- **Current Cash Value:** \$[Amount] (as of [Date])
- **Payment Frequency:** [Monthly/Quarterly/Annual]

Payment Options:

You may pay via the following methods:

- Online through our portal at [Website URL]
- By phone at [Phone Number]
- By mailing a check in the enclosed envelope
- By utilizing available cash value (Please contact your agent to discuss this option)

If you have already made this payment, please disregard this notice. If you have any questions regarding your policy or the various ways to manage your premium payments, please contact your agent at [Agent Phone Number].

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

Sincerely,

[Sender Name/Department]
[Company Name]