

Date: [Insert Date]

[Policyholder Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Important: Premium Reminder and Automated Payment Setup

Dear [Policyholder Name],

This is a reminder that your upcoming insurance premium payment for policy number **[Policy Number]** is due on **[Due Date]**.

Payment Details:

- Current Amount Due: [Amount]
- Due Date: [Date]

To ensure your coverage remains active without interruption, we recommend setting up automated payments (Auto-Pay). By enrolling, your premium will be automatically deducted from your chosen account on each due date.

How to Set Up Automated Payments:

1. Log in to your account at [Website URL].
2. Navigate to the "Billing" or "Payments" section.
3. Select "Set Up Auto-Pay."
4. Enter your preferred bank account or card details and confirm.

If you have already made this payment or have already enrolled in automated billing, please disregard this notice.

If you need assistance, please contact our customer service team at [Phone Number] or [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name/Department]

[Company Name]