

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

[Date]

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

Subject: Annual Premium Payment Notice - Policy #[Policy Number]

Dear [Policyholder Name],

This is a reminder that the annual premium for your whole life insurance policy is due soon. To ensure that your coverage remains active and continues to build cash value, please submit your payment by the due date listed below.

Policy Details:

- Policy Number: [Policy Number]
- Insured Name: [Insured Name]
- Annual Premium Amount: \$[Amount]
- Payment Due Date: [Due Date]

Payment Options:

- **Online:** Visit [Website URL] and log into your account.
- **Phone:** Call our automated system at [Phone Number].
- **Mail:** Send a check payable to [Insurance Company Name] using the enclosed envelope.

Policy Status Information:

As of [Date], your current accumulated cash value is \$[Amount]. If you have opted to use dividends to reduce your premium, the net amount due is reflected in the total above.

If you have already made this payment, please disregard this notice. Thank you for choosing [Insurance Company Name] for your financial protection.

Sincerely,

[Sender Name/Department]
[Insurance Company Name]