

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Subject: Friendly Reminder: Workers Compensation Audit Premium Due

Dear [Policyholder Name],

This is a friendly reminder regarding the premium balance resulting from your recent Workers Compensation payroll audit for policy period [Policy Dates].

Our records indicate that an outstanding balance of \$[Amount] is currently due. As per the audit summary sent on [Date], this adjustment reflects the difference between your estimated premium and your actual payroll for the term.

Payment Details:

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

You can make a payment through our online portal at [Website URL], by phone at [Phone Number], or by mailing a check to the address listed on your statement.

If you have already sent your payment, please disregard this notice. If you have any questions regarding the audit findings or need to discuss payment options, please contact our billing department at [Phone Number].

Thank you for your prompt attention to this matter and for choosing [Insurance Company Name].

Sincerely,

[Your Name/Department]

[Insurance Company Name]