

Subject: Reminder: Your Health Insurance Premium is Due Soon

Dear [Policyholder Name],

This is a friendly reminder that the premium payment for your health insurance policy, number [Policy Number], is due on [Due Date].

Payment Details:

- **Plan Name:** [Plan Name]
- **Amount Due:** \$[Amount]
- **Due Date:** [Due Date]

To ensure your coverage remains active without interruption, please make your payment by the date listed above. You can pay your bill through the following methods:

- Online via our portal at [Website Link]
- By phone at [Phone Number]
- By mail to [Mailing Address]

If you have already made your payment, please disregard this notice.

If you have any questions or need assistance, please contact our customer service team at [Support Phone Number] or [Support Email].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name/Company Name]
[Company Address]
[Phone Number]