

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

**Subject: RENEWAL PAYMENT REMINDER - Umbrella Policy #[Policy Number]**

Dear [Policyholder Name],

This is a friendly reminder that your Umbrella Insurance Policy is scheduled to expire on **[Expiration Date]**. To ensure you maintain continuous coverage and your additional layer of liability protection, your annual renewal payment is now due.

**Renewal Details:**

Policy Number: [Policy Number]

Renewal Term: [Start Date] to [End Date]

Total Premium Due: \$[Amount]

Please submit your payment by **[Due Date]** to avoid any lapse in coverage. A gap in your umbrella policy could leave your personal assets vulnerable in the event of a major claim or lawsuit.

**How to Pay:**

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

If you have already made your payment, please disregard this notice. If you would like to review your coverage limits or discuss changes to your underlying policies, please contact your agent at [Agent Phone Number].

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

Sincerely,

[Sender Name]

[Company Name]

[Contact Information]