

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Upcoming Renewal for Umbrella Policy #[Policy Number]

Dear [Client Name],

We hope this letter finds you well.

This is a friendly reminder that your personal umbrella insurance policy is scheduled for renewal on **[Renewal Date]**. To ensure that your extra layer of liability protection remains active without interruption, please submit your premium payment by the due date.

Payment Details:

- Policy Number: [Policy Number]
- Renewal Date: [Renewal Date]
- Amount Due: \$[Amount]
- Payment Due Date: [Due Date]

How to Pay:

- Online: [Insert Website Link]
- By Phone: [Insert Phone Number]
- By Mail: Please send a check to [Insert Mailing Address]

If you have already sent your payment, please disregard this notice. If you have any questions regarding your coverage or would like to review your policy limits, please feel free to contact us at [Phone Number] or [Email Address].

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

Best regards,

[Your Name/Department]

[Company Name]

[Phone Number]