

[Date]

[Policyholder Name]

[Address]

[City, State, Zip Code]

RE: PAST DUE NOTICE - Umbrella Policy #[Policy Number]

Dear [Policyholder Name],

This is a reminder that we have not yet received the annual renewal payment for your Umbrella Insurance Policy. Our records indicate that your payment was due on [Due Date].

Your Umbrella policy provides vital liability protection over and above your primary underlying policies. To ensure there is no lapse in this extended coverage, please submit your payment as soon as possible.

Account Summary:

- **Policy Number:** [Policy Number]
- **Renewal Period:** [Start Date] to [End Date]
- **Amount Due:** \$[Amount]
- **Past Due Date:** [Due Date]

You can make your payment via the following methods:

- **Online:** [Website URL]
- **Phone:** [Phone Number]
- **Mail:** [Mailing Address for Payments]

If payment has already been sent, please disregard this notice. If you have any questions regarding your coverage or are experiencing difficulty making a payment, please contact us immediately at [Contact Phone Number].

Sincerely,

[Your Name/Company Name]

[Department]

[Contact Information]