

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important: Your Seasonal Motorcycle Insurance Premium is Due

Dear [Customer Name],

With the riding season approaching, we want to ensure your motorcycle remains fully protected. This letter is a reminder that your insurance premium for policy number [Policy Number] is due soon.

Payment Details:

- **Coverage Period:** [Start Date] to [End Date]
- **Total Amount Due:** \$[Amount]
- **Due Date:** [Date]

How to Pay:

- **Online:** Visit [Website URL] and log into your account.
- **Phone:** Call our automated payment line at [Phone Number].
- **Mail:** Send a check using the enclosed envelope.

Please ensure your payment is received by the due date to avoid any lapse in coverage. If you have already made your payment, please disregard this notice.

If you have any questions or would like to review your coverage limits before the season begins, please contact us at [Contact Phone Number] or [Email Address].

Ride safe,

[Company Name]

[Department Name]