

Subject: Friendly Reminder: Your Renters Insurance Payment is Due

Dear [Renter Name],

We are writing to send you a friendly reminder regarding your renters insurance installment for policy number [Policy Number].

Our records indicate that the installment due on [Due Date] in the amount of \$[Amount] has not yet been received. We understand that life gets busy and this may have simply slipped your mind.

To ensure your personal belongings remain protected and your coverage stays active, please submit your payment as soon as possible. You can make a payment through the following methods:

- Online Portal: [Insert Website Link]
- Phone: [Insert Phone Number]
- Mail: [Insert Mailing Address]

If you have already sent your payment, please disregard this notice. If you are experiencing any difficulties or have questions regarding your account, please contact us directly.

Thank you for being a valued customer.

Best regards,

[Your Name/Company Name]
[Contact Information]