

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Upcoming Direct Bill for Policy [Policy Number]

Dear [Client Name],

We hope you are doing well. This is a friendly reminder regarding your upcoming insurance premium payment for policy **[Policy Number]**.

According to our records, your payment of **[\$Amount Due]** is due on **[Due Date]**. As this is a direct bill policy, please ensure that your payment is sent directly to the agency to maintain your coverage without interruption.

**Payment Options:**

- **By Mail:** Please send a check to [Agency Address].
- **Online:** Visit [Website URL] to pay via our secure portal.
- **By Phone:** Call us at [Phone Number] to pay via credit card or ACH.

If you have already sent your payment, please disregard this notice. If you have any questions or would like to review your coverage, please feel free to contact us.

Thank you for choosing [Agency Name]. We appreciate your business.

Sincerely,

[Agent Name]

[Agency Name]

[Phone Number]

[Email Address]