[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Re: Action Required - Past Due Installment Notice

Policy Number: [Policy Number]
Policy Type: Inland Marine
Past Due Amount: $[Amount]
Due Date: [Date]

Dear [Policyholder Name],

Our records indicate that we have not yet received the installment payment for your Inland Marine insurance policy referenced above. Your payment was due on [Date].

To ensure your coverage remains active and to avoid potential cancellation of your policy, please submit your payment of $[Amount] immediately.

How to pay:

- **Online:** Visit [Website URL] to pay via credit card or EFT.
- **By Phone:** Call [Phone Number] to speak with our billing department.
- **By Mail:** Send a check payable to [Company Name] to [Mailing Address].

If you have already sent your payment, please disregard this notice. If you are experiencing difficulties making this payment, please contact your agent or our customer service department at [Phone Number] to discuss available options.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]
[Company Name]