

Follow-Up on Automatic Premium Payment Processing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my automatic premium payment processing. I had previously submitted my request on [Insert Date] and I would like to confirm if the payment has been processed successfully.

My account details are as follows:

- Policy Number: [Insert Policy Number]
- Payment Amount: [Insert Amount]
- Payment Due Date: [Insert Date]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]