

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the options available for setting up automatic premium payments for my policy #[Policy Number].

Could you please provide me with information regarding the available payment methods, frequencies, and any potential discounts associated with enrolling in this service? Additionally, I would appreciate any details on how I can set this up and if there are any forms or online platforms I need to use.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]