

**Dear [Policyholder's Name],**

We hope this message finds you well. We are writing to inform you that we have not received your recent insurance premium payment due on [Due Date]. We understand that circumstances can arise that may affect timely payments, and we sincerely regret any inconvenience this may have caused.

In order to ensure that your coverage remains uninterrupted, we would like to offer you the opportunity to set up a payment plan tailored to your needs. This allows you to manage your payments more easily while still maintaining your valuable insurance coverage.

Please contact our office at [Phone Number] or [Email Address] at your earliest convenience to discuss the available options. We are here to assist you and look forward to resolving this matter with you.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]