

# Annual Premium Invoice Clarification

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to clarify the due date for your annual premium payment as outlined in your recent invoice. According to our records, the due date is set for [Insert Due Date].

Please ensure that the payment is made on or before this date to avoid any late fees or disruption of services. If you have any questions or require further assistance, do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]