

Invoice Follow-Up: Annual Premium Payment

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder regarding your annual premium invoice dated [Invoice Date], which was due on [Due Date]. As of today, we have not yet received your payment.

Please note that a late fee of [Late Fee Amount] may be applied if the payment is not received by [Extended Due Date]. We understand that oversights happen, and we want to ensure you avoid any additional charges.

For your convenience, here are the details of your invoice:

- Invoice Number: [Invoice Number]
- Amount Due: [Amount Due]
- Payment Methods: [Payment Methods]

If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask you to settle the outstanding balance at your earliest convenience.

Thank you for your attention to this matter. If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]
[Your Position]
[Your Company]