

Follow-up on Annual Premium Invoice Payment

Dear [Client's Name],

We hope this message finds you well. We are writing to remind you about the annual premium invoice dated [Invoice Date] with an amount of [Invoice Amount] that was due on [Due Date].

As of today, we have not yet received your payment. If you have already made the payment, please disregard this message. Otherwise, we kindly request you to process the payment at your earliest convenience.

For your reference, here are the payment details:

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

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]