

Dear [Policyholder Name],

We hope this message finds you well. We are writing to remind you that your premium payment for policy number [Policy Number] is due on [Due Date].

Your timely payment ensures that your coverage remains uninterrupted. As a valued policyholder, we want to make sure you continue to enjoy the benefits of your policy.

If you have already made your payment, please disregard this notice. However, if you have not yet sent your payment, we encourage you to do so at your earliest convenience.

You can make your payment through our online portal or send a check to the address below:

[Payment Address]

If you have any questions or require assistance, feel free to contact our customer service team at [Customer Service Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]