

# Important Notice Regarding Your Insurance Premium

Dear [Policyholder's Name],

We hope this message finds you well. We are writing to inform you that we have not yet received your insurance premium payment that was due on [Due Date]. As a result, there may be consequences associated with your policy.

Please be advised of the following:

- Your coverage may lapse if payment is not received by [Final Deadline Date].
- A late fee of [Late Fee Amount] may be applied to your account.
- In the event of a lapse in coverage, any claims made during the period of non-payment may be denied.

To avoid these consequences, we encourage you to make your payment as soon as possible. You can pay online through our website or contact our customer service at [Customer Service Phone Number] for assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]