

Follow-Up on Unpaid Insurance Premium

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the outstanding payment of your insurance premium, which was due on [Due Date]. As of today, our records indicate that we have not yet received the payment.

We understand that oversights can happen, and we want to provide you the opportunity to resolve this matter. The amount due is [Amount Due]. Please let us know if there are any issues or if you need assistance regarding this payment.

To avoid any interruptions in your policy coverage, we kindly ask that you remit the payment by [New Due Date].

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]