

# Reminder: Approaching Insurance Premium Grace Period End

Dear [Policyholder's Name],

This is a friendly reminder that your insurance premium for policy number [Policy Number] is approaching the end of its grace period on [Grace Period End Date].

Please ensure that your payment of [Premium Amount] is made by this date to avoid any lapse in coverage.

If you have already made the payment, kindly disregard this message.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Insurance Company Name]

[Contact Information]