

Dear [Recipient's Name],

I hope this message finds you well. We are writing to remind you that your premium payment for [Policy Number/Type] is currently past due.

The payment was originally due on [Due Date], and as of today, we have not yet received it. To ensure that your coverage remains uninterrupted, we kindly request that you submit the payment as soon as possible.

If you have already made the payment, please disregard this notice and accept our thanks. If you are experiencing any issues or have questions regarding your payment, feel free to reach out to us at [Contact Information].

We appreciate your prompt attention to this matter and look forward to your response.

Warm regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]