

# Annual Premium Adjustment Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the annual adjustment to your premium for the policy [Policy Number]. Effective [Effective Date], your new premium will be [New Premium Amount]. This adjustment is based on [Reason for Adjustment].

## Payment Options

You have several options for making your premium payment:

- **Online Payment:** Visit our website at [Website URL] and log into your account to make a payment.
- **Automated Bank Draft:** Set up an automated deduction from your bank account.
- **Payment by Phone:** Call our customer service at [Phone Number] to make a payment over the phone.
- **Mail Payment:** Send a check or money order to [Mailing Address].

If you have any questions regarding your premium adjustment or payment options, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your continued trust in us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]