

# Flood Insurance Premium Payment Notice

Date: [Insert Date]

Policyholder Name: [Insert Name]

Policy Number: [Insert Policy Number]

Address: [Insert Address]

Dear [Insert Name],

This letter serves as a reminder that your flood insurance premium is due on [Insert Due Date]. To maintain your coverage, please ensure that your premium payment of [Insert Amount] is received by this date.

Payment Instructions:

- Please make checks payable to [Insurance Company Name].
- Mail your payment to: [Insert Mailing Address]
- You may also pay online at [Insert Website].

Failure to make your premium payment by the due date may result in a lapse of coverage. If you have already sent your payment, please disregard this notice.

If you have any questions or require further assistance, feel free to contact us at [Insert Phone Number] or [Insert Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Insurance Company Name]

[Insert Contact Information]