

# Insurance Premium Payment Policy Update

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an important update to our insurance premium payment policy.

Effective [Effective Date], the following changes will be implemented:

- Change in payment due dates
- Adjustment of payment methods available
- New late payment fees

Please review the updated policy attached to this letter for further details. We encourage you to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email] if you have any questions or require assistance.

Thank you for your continued trust in us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]