

[Date]

[Policyholder Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Welcome to [Company Name] - Renters Insurance Payment Setup Guide

Dear [Policyholder Name],

Thank you for choosing [Company Name] for your renters insurance needs. We are pleased to have you with us. Your policy number is: **[Policy Number]**.

To ensure your coverage remains active without interruption, please follow this guide to set up your premium payments.

Step 1: Choose Your Payment Method

We offer several convenient ways to pay:

- **Automatic Payments (Recommended):** Deduct payments automatically from your bank account or credit card.
- **Online Portal:** Make one-time manual payments via our website.
- **Mobile App:** Pay on the go using our official app.
- **Phone:** Call our automated system at [Phone Number].

Step 2: Create Your Online Account

1. Visit [Website URL] and click on "Register" or "Sign Up."
2. Enter your Policy Number and your Zip Code.
3. Create a secure username and password.

Step 3: Enable Auto-Pay (Optional but Recommended)

Once logged in, navigate to the "Billing" or "Payments" tab. Select "Enroll in Auto-Pay" to avoid late fees and ensure your home and belongings are always protected.

Important Dates

Your first payment of **[\$Amount]** is due by **[Due Date]**.

If you have any questions regarding your billing or policy details, please contact our customer service team at [Phone Number] or email us at [Email Address].

Welcome to the family!

Sincerely,

[Sender Name/Department Name]

[Company Name]