

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Reminder - Unpaid Premium for Policy [Policy Number]

Dear [Policyholder Name],

We are writing to remind you that we have not yet received the premium payment for your [Insurance Type] insurance policy, which was due on [Due Date].

Payment Details:

- Policy Number: [Policy Number]
- Amount Due: [Amount]
- Original Due Date: [Due Date]

To ensure that your insurance coverage remains active and uninterrupted, please arrange for payment as soon as possible. You can make a payment through the following methods:

- Online: [Website URL]
- Phone: [Phone Number]
- Mail: Send a check to [Payment Address]

If you have already sent your payment, please disregard this notice.

If you are experiencing difficulties making this payment or have any questions regarding your policy, please contact our customer service team at [Customer Service Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]