

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Reminder: Upcoming Premium Fee Payment for [Month, Year]

Dear [Customer Name],

This is a friendly reminder regarding your month-to-month premium subscription for [Service/Product Name].

To ensure your premium benefits continue without interruption, please note the payment details below:

- **Service Period:** [Start Date] to [End Date]
- **Premium Fee Amount:** \$[Amount]
- **Payment Due Date:** [Due Date]

If you have already set up automatic payments, no further action is required. Your account will be charged on the due date mentioned above.

If you prefer to pay manually, please log in to your account portal at [Website Link] or use the following payment method: [Payment Method Details].

Thank you for your continued loyalty. If you have any questions or wish to update your subscription preferences, please contact our support team at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Billing Department/Customer Service]