

[Sender Name/Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

[Date]

[Recipient Name]  
[Recipient Address Line 1]  
[Recipient Address Line 2]  
[City, State, Zip Code]

Subject: Notice of Upcoming Annual Premium Renewal - Policy #[Policy Number]

Dear [Recipient Name],

We are writing to remind you that your annual insurance premium for policy number [Policy Number] is due for renewal on [Due Date].

To ensure continued coverage without interruption, please review the details of your upcoming term. An invoice for your upcoming annual premium is also included with this letter for your reference.

**Payment Summary:**

Policy Period: [Start Date] to [End Date]  
Total Premium Due: \$[Amount]  
Payment Due Date: [Due Date]

You can make your payment via [Payment Method: Online Portal, Mail, or Phone]. If you have already made your payment, please disregard this notice.

If you have any questions regarding your coverage or the included invoice, please contact our customer service department at [Phone Number] or [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name/Signature]  
[Title]  
[Company Name]