**[Company Name]**

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

We are writing to remind you that your monthly insurance premium for April is still due. Your grace period expires on the 10th of May. Kindly clear your dues before this date in order to avoid the cancellation of your hazard insurance.

Please keep in mind that this insurance policy provides you indispensable financial security in case of an accident. It saves you from financial worries when you come across an unforeseen emergency. Enclosed with this letter is a pamphlet highlighting the advantages of our hazard insurance policy as a reminder to you. You will lose the benefits for yourself and your family by neglecting the due payment. The company will no longer be responsible for providing you insurance coverage after the 10th of May.

You are therefore advised to pay your premium before the date mentioned above. Your total due amount is $450/-. The payment may be made through check deposit, bank draft or online transfer to the company's account. Our customer care is available around the clock to answer your queries.

We hope to hear from you soon.

[Your Name]