

[Your Name/Company Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notice of Overdue Payment - Account Ending in [Last 4 Digits]

Dear [Customer Name],

This is a reminder that we have not yet received your payment for your credit card account, which was due on [Due Date].

According to our records, the following amount is currently outstanding:

- **Minimum Amount Due:** \$[Amount]
- **Total Balance:** \$[Amount]

If you have already sent your payment, please disregard this notice. If not, please make a payment as soon as possible to avoid further late fees or impacts to your credit score. You can pay via our online portal, mobile app, or by mail.

If you are experiencing financial difficulties, please contact our customer service department at [Phone Number] so we can discuss available payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]