

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

[Date]

[Customer Name]
[Customer Address Line 1]
[City, State, Zip Code]

RE: Notice of Delinquent Payment - Account Number ending in [Last 4 Digits]

Dear [Customer Name],

This letter is to inform you that we have not yet received the minimum payment due on your [Credit Card Name] account. Our records indicate that your payment was due on [Due Date] and is now past due.

Account Summary:

- Past Due Amount: \$[Amount]
- Late Fee Incurred: \$[Amount]
- Total Outstanding Balance: \$[Amount]

If you have already sent your payment, please disregard this notice. If you have not yet made a payment, please do so immediately to avoid further late fees or potential impacts to your credit score.

You can make your payment via the following methods:

- Online: [Link to Website]
- Phone: [Phone Number]
- Mail: [Mailing Address for Payments]

If you are experiencing financial hardship and are unable to make this payment, please contact our customer service department at [Phone Number] so we can discuss available payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]