

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

[Date]

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

Subject: Payment Reminder - Credit Card Account ending in [Last 4 Digits]

Dear [Recipient Name],

This is a friendly reminder that your credit card payment for the billing cycle ending [Date] was due on [Due Date].

According to our records, we have not yet received your minimum payment of \$[Amount].

If you have already sent your payment, please disregard this notice. If not, please make a payment as soon as possible to avoid potential late fees or impact on your interest rate. You can pay via our online portal, mobile app, or by calling our customer service line.

If you are experiencing financial difficulties, please contact us so we can discuss available payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]