

[Date]

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

Subject: Notice of Credit Card Late Fee Assessment

Dear [Customer Name],

Account Number ending in: [Last 4 Digits of Card]

This letter is to inform you that we have not received the minimum payment due for your credit card account as of the payment due date, [Due Date].

As a result, a late fee of \$[Fee Amount] has been assessed to your account. This fee will appear on your next billing statement.

To avoid further late fees or potential impacts on your credit score, please submit your payment immediately. You can make a payment through the following methods:

- Online at: [Website URL]
- Mobile App: [App Name]
- Phone: [Phone Number]
- Mail: [Mailing Address for Payments]

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship, please contact our customer service department at [Phone Number] to discuss available payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Department]
[Financial Institution Name]