

URGENT: NOTICE OF DELINQUENT ACCOUNT

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Account Number: [Last 4 Digits of Account Number]

Dear [Customer Name],

This is an urgent notification regarding your [Credit Card Name] account. Our records indicate that your account is currently delinquent, as we have not received the required minimum payment due on [Payment Due Date].

Account Status Summary:

- Past Due Amount: \$[Amount]
- Late Fees Incurred: \$[Amount]
- **Total Amount Required to Bring Account Current: \$[Total Amount]**

To avoid further penalties, including additional late fees, increased interest rates, or a negative impact on your credit report, please submit the Total Amount Required immediately.

You can make a payment through the following methods:

- Online: [Insert Website URL]
- Phone: [Insert Phone Number]
- Mobile App: [Insert App Name]

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

Sincerely,

[Sender Name/Department Name]

[Financial Institution Name]