

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

[Date]

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

Subject: Notice of Missed Payment - Account Number: [Account Number]

Dear [Customer Name],

This letter is to inform you that we have not yet received your credit card payment for the billing period ending [Date]. According to our records, your payment was due on [Due Date].

Account Summary:

- Past Due Amount: \$[Amount]
- Late Fee (if applicable): \$[Amount]
- **Total Amount Now Due: \$[Total Amount]**

If you have already sent your payment, please disregard this notice. If you have not yet made the payment, we request that you do so immediately to avoid further late fees or impact on your credit score.

You can make a payment through the following methods:

- Online: [Website URL]
- Phone: [Phone Number]
- Mail: Please use the enclosed envelope

If you are experiencing financial difficulties or have questions regarding your account, please contact our customer service department at [Phone Number] as soon as possible.

Sincerely,

[Your Name/Department]
[Your Company Name]