

[Your Company Name]
[Billing Department Address]
[City, State, Zip Code]

[Date]

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

Subject: Courtesy Reminder: Your Credit Card Payment is Due

Dear [Customer Name],

This is a friendly reminder that the payment for your [Credit Card Name] account ending in [Last 4 Digits] is due on [Due Date].

According to our records, we have not yet received your payment for the current billing cycle. To ensure your account remains in good standing and to avoid any potential late fees, please make your payment of [Amount Due] by the due date.

You can make a payment through any of the following methods:

- Online: [Link to Website]
- Mobile App: [Name of App]
- Phone: [Phone Number]
- Mail: [Mailing Address for Payments]

If you have already sent your payment, please disregard this notice.

If you have any questions or are experiencing difficulties making your payment, please contact our customer service team at [Customer Service Phone Number].

Thank you for your business.

Sincerely,

[Your Name/Department]
[Your Company Name]