

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

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

Re: Notice of Unpaid Credit Card Balance - Account Ending in [Last 4 Digits]

Dear [Customer Name],

This letter is to inform you that your credit card account is currently past due. Our records indicate that we have not received the minimum payment required for the billing cycle ending on [Date].

Account Summary:

- Current Balance: \$[Total Amount]
- Past Due Amount: \$[Amount Overdue]
- Payment Due Date: [Date]

To avoid further late fees or a potential impact on your credit score, please make a payment as soon as possible. You can pay your bill through our online portal, by phone, or by mailing a check.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and would like to discuss a payment plan, please contact our customer service department at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Your Company Name]