

Date: [Insert Date]

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

Subject: Urgent Account Update: Overdue Minimum Payment

Dear [Customer Name],

This letter is to inform you that we have not yet received the minimum payment for your [Credit Card Name] account ending in [Last 4 Digits of Card].

As of [Current Date], your account details are as follows:

- **Past Due Amount:** \$[Amount]
- **Current Minimum Payment Due:** \$[Amount]
- **Total Amount Required to Bring Account Current:** \$[Total Amount]
- **Due Date:** [Date]

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

- **Online:** Log in to your account at [Website URL].
- **Mobile App:** Use the [Bank Name] mobile application.
- **Phone:** Call our automated payment system at [Phone Number].
- **Mail:** Send a check using the enclosed envelope.

If you have already made this payment, please disregard this notice. If you are experiencing financial hardship and are unable to make this payment, please contact our Customer Assistance Department at [Phone Number] to discuss available options.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]
[Financial Institution Name]