

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

[Date]

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

Subject: Important Notice Regarding Your Credit Card Account [Account Number Ending in XXXX]

Dear [Client Name],

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

To keep your account in good standing and avoid further late fees or potential impacts on your credit score, please remit the minimum payment of \$[Amount] as soon as possible.

You can make your payment through the following methods:

- Online via our mobile app or website.
- By phone at [Phone Number].
- By mailing a check to the address listed on your statement.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our customer service team to discuss available payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]