

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

Subject: Courtesy Reminder: Your Minimum Payment is Past Due

Dear [Customer Name],

This is a friendly reminder that we have not yet received the minimum payment for your [Credit Card Name] account ending in [Last 4 Digits of Card Number].

According to our records, your payment of \$[Amount Due] was due on [Due Date]. If you have already sent your payment, please disregard this notice.

To keep your account in good standing and avoid further late fees or potential impacts on your credit score, please make a payment as soon as possible through one of the following methods:

- Online via our mobile app or website
- By phone at [Phone Number]
- By mail using the enclosed envelope

If you are experiencing financial difficulties and are unable to make this payment, please contact our customer service team at [Phone Number] so we can discuss available options to assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]