

[Date]

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

Account Number: [Last 4 digits of Account Number]
Past Due Amount: \$[Amount]

Dear [Customer Name],

This is a reminder that we have not yet received the minimum payment for your [Credit Card Name] account, which was due on [Due Date].

We understand that sometimes life gets busy and dates are missed. However, to keep your account in good standing and avoid potential late fees or impacts to your credit score, we encourage you to make a payment as soon as possible.

How to pay:

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

If you are experiencing financial difficulties, please contact our dedicated assistance team at [Phone Number]. We have programs available to help you manage your payments during challenging times.

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

Thank you for being a valued customer.

Sincerely,

[Company Name]
[Department Name]
[Contact Information]