

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

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

Subject: Friendly 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 account ending in [Last 4 Digits of Card]. Our records show that a payment of \$[Amount] was due on [Due Date].

We understand that life gets busy and this may have simply slipped your mind. If you have already sent your payment, please disregard this notice and thank you for keeping your account up to date.

If you haven't made your payment yet, please do so as soon as possible to avoid any potential late fees or impact on your credit standing. You can pay quickly through the following methods:

- Online: [Link to Website]
- Mobile App: [Name of App]
- Phone: [Phone Number]

If you are experiencing financial difficulties or have questions regarding your statement, please contact our customer service team at [Phone Number]. We are here to help you find a solution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Company Name]