

[Your Name/Bank Name]
[Department]
[Address]
[City, State, Zip Code]

[Date]

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

Subject: Gentle Reminder: Minimum Payment for Credit Card Account ending in [Last 4 Digits]

Dear [Customer Name],

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

We understand that things can get busy, and this may have simply slipped your mind. To keep your account in good standing and avoid any potential late fees or impact on your credit score, please arrange for payment as soon as possible.

Account Summary:

- Minimum Amount Due: \$[Amount]
- Original Due Date: [Date]

You can make your payment through our mobile app, online banking portal, or by calling our automated payment line at [Phone Number].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact us so we can discuss available options to assist you.

Thank you for being a valued customer.

Sincerely,

[Your Name/Department]
[Bank Name]