

Date: [Current Date]

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

Account Number: [Last 4 Digits of Account Number]

Subject: Reminder: Your Credit Card Grace Period is Ending Soon

Dear [Customer Name],

We are contacting you because we have not yet received the minimum payment for your credit card account, which was due on [Original Due Date].

Our records show that you are currently within your grace period. To avoid a late payment fee of [Fee Amount] and potential impact on your credit score, please ensure your minimum payment of [Minimum Amount Due] is received by [Grace Period End Date].

Account Summary:

- Minimum Amount Due: [Minimum Amount Due]
- Total Balance: [Total Balance]
- Final Cut-off Date: [Grace Period End Date]

You can make a payment immediately through our mobile app, our online banking portal, or by calling our customer service line at [Phone Number].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact us as soon as possible to discuss available payment options.

Thank you for your prompt attention to this matter.

Sincerely,

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