

Date: [Insert Date]

To: [Customer Name]

Account Number: [Ending in XXXX]

Subject: Reminder: Minimum Payment Due on Your Credit Card Account

Dear [Customer Name],

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

As of today, your account details are as follows:

- Minimum Amount Due: [Insert Amount]
- Current Balance: [Insert Total Balance]
- Due Date: [Insert Date]

If you have already sent your payment, please disregard this notice. If not, we kindly ask that you make your payment as soon as possible to ensure your account remains in good standing and to avoid any potential late fees.

You can make a payment through the following methods:

- Online Banking: [Insert Link]
- Mobile App: [Insert App Name]
- Phone: [Insert Phone Number]

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Customer Service Department]