

[Your Company Name]  
[Customer Service Department]  
[Company Address]  
[City, State, Zip Code]

[Date]

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

Subject: Courtesy Notice Regarding Your Credit Card Account - [Account Number Ending in XXXX]

Dear [Customer Name],

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

We understand that sometimes deadlines can be missed. If you have already sent your payment, please disregard this notice. If you have not yet made a payment, please do so as soon as possible to keep your account in good standing and avoid further late fees or impacts on your credit score.

**Payment Details:**

Minimum Amount Due: \$[Amount]  
Current Balance: \$[Balance]

You can make a payment through the following methods:

- Online at [Website URL]
- Through our mobile app
- By phone at [Phone Number]
- By mail using the enclosed envelope

If you are experiencing financial difficulties, please contact us immediately at [Phone Number]. We may have programs available to assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]  
[Company Name]