

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: NOTICE OF DELINQUENT PAYMENT - ACCOUNT [Account Number]

Dear [Customer Name],

This letter is to inform you that we have not yet received the minimum payment for your [Credit Card Name] account, which was due on [Due Date].

As of today, your account is past due. To ensure your account remains in good standing and to avoid potential late fees or interruptions to your service, please submit your payment immediately.

Account Summary:

- Total Past Due Amount: \$[Amount]
- Current Balance: \$[Amount]

You can make a payment through the following methods:

- Online at [Website URL]
- By phone at [Phone Number]
- By mailing a check to the address listed above

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our customer service department at [Phone Number] so we can discuss available payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]