

Account Update Notice

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you about the current status of your credit account with us.

Your account number: [Insert Account Number]

As of today, we have not received your payment for the outstanding balance of [Insert Amount] due on [Insert Due Date].

It is important to address this matter promptly to avoid any late fees or impact on your credit score.

If you have already made the payment, please disregard this notice. Otherwise, please contact us at [Insert Contact Information] to discuss your payment options.

Thank you for your attention to this matter.

Sincerely,

[Your Company's Name]

[Your Company's Address]