

Credit Card Statement Explanation

Date: [Insert Date]

To: [Insert Customer's Name]

From: [Insert Your Company's Name]

Account Number: [Insert Account Number]

Dear [Customer's Name],

We are writing to provide an explanation regarding the late fees applied to your recent credit card statement dated [Insert Statement Date].

Our records indicate that the payment due on [Insert Due Date] was not received by the specified deadline. Consequently, a late fee of [Insert Fee Amount] was applied to your account.

We understand that various circumstances can affect timely payments. If you believe that this late fee has been assessed in error, or if you'd like to discuss your account further, please do not hesitate to reach out to our customer service team at [Insert Customer Service Phone Number] or via email at [Insert Customer Service Email].

Thank you for your understanding. We value your business and are here to assist you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Contact Information]