

Payment Due Notification

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder that your credit card payment is due on [Due Date]. Please ensure that the minimum payment of [Amount] is received by this date to avoid any late fees.

For your convenience, you can make your payment through our online portal, via mobile app, or by mailing a check to the address below:

[Company Name] [Company Address]

If you have already made your payment, please disregard this notification. For any questions or concerns, do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Company Name].

Sincerely, [Your Name] [Your Position] [Company Name] [Company Phone Number]
[Company Email]