

Late Payment Warning

Date: [Insert Date]

To: [Cardholder's Name]

Account Number: **** * [Last Four Digits]

Dear [Cardholder's Name],

We would like to remind you that your payment for the above credit card account was due on [Due Date] and has not been received.

Please make your payment immediately to avoid late fees and a potential negative impact on your credit score.

If you have already made the payment, please disregard this notice. If you have any questions, feel free to contact our customer service.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

Customer Service Team

[Your Contact Information]