

Payment Alert

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. This is a friendly reminder that your credit card payment, due on [Insert Due Date], has not yet been received. The current outstanding balance is [Insert Amount].

We understand that oversights happen, and we encourage you to make your payment as soon as possible to avoid additional fees or impacts to your credit score.

If you have already made your payment, please disregard this notice. Otherwise, please reach out to our customer service at [Customer Service Phone Number] or [Customer Service Email] if you have any questions or need assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]