

Dear [Customer's Name],

I hope this message finds you well! This is a friendly reminder that your credit card payment for the billing cycle ending on [Due Date] is approaching.

The total amount due is [Amount Due]. We value your prompt attention to this matter, and timely payments ensure uninterrupted access to your account.

If you have already made this payment, please disregard this reminder. If you have any questions, feel free to reach out to us.

Thank you for your attention!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]