

Important Notice: Missed Credit Card Payment

Dear [Customer's Name],

We are writing to inform you that your recent payment due on [Due Date] for your credit card account ending in [Last Four Digits] has not been received.

Your outstanding balance is currently [Amount Due]. To avoid any late fees and potential negative impact on your credit score, we encourage you to make your payment as soon as possible.

If you have already made this payment, please disregard this notice. Otherwise, please visit our website or call our customer service at [Customer Service Number] for assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]