

Credit Card Late Payment Warning

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Credit Card Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Cardholder's Name],

We are writing to inform you that we have not yet received your payment for your credit card account ending in XXXX-XXXX-XXXX-[Last Four Digits]. As of [Due Date], your payment of [Amount Due] is now considered late.

To avoid any late fees and potential negative impact on your credit score, please make your payment as soon as possible. Your current balance is [Current Balance].

If you have already sent your payment, please disregard this notice. Otherwise, we encourage you to take immediate action to bring your account up to date.

If you have any questions or require assistance, please do not hesitate to contact our customer service at [Customer Service Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Credit Card Company Name]

[Contact Information]