

Final Demand for Overdue Payment

Date: [Insert Date]

To: [Cardholder's Name]

[Cardholder's Address]

Dear [Cardholder's Name],

Account Number: [Insert Account Number]

This letter serves as a final demand for payment on your overdue credit card account. As of today, your account shows an outstanding balance of [Insert Amount Due], which was due on [Insert Due Date]. Despite previous reminders, this balance remains unpaid.

Please be advised that failure to remit payment within [Insert Grace Period, e.g., 10 days] from the date of this letter may result in additional late fees and could negatively impact your credit score. We strongly urge you to take immediate action to resolve this matter.

Payment can be made via [Insert Payment Methods], and for your convenience, you can contact our customer service at [Insert Phone Number] if you have any questions or require further assistance.

Thank you for your immediate attention to this urgent matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]