

Overdue Balance Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your credit card account ending in [Last Four Digits] has an overdue balance of [Amount Due].

As of [Date], your account is [Number of Days] days past due. To avoid any late fees or potential impact on your credit score, we encourage you to make a payment as soon as possible.

If you have already made your payment, please disregard this notice. Otherwise, please log in to your account or contact our customer service team at [Customer Service Phone Number] for assistance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company's Name]

[Your Company's Contact Information]