

Payment Reminder

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder that your credit card payment due on [due date] has not been received. The outstanding amount is [amount].

Please make your payment by [new due date] to avoid any late fees or disruptions to your account.

If you have already sent your payment, please disregard this notice. If you have any questions, feel free to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]