

Past Due Payment Statement

Date: [Insert Date]

Account Holder: [Insert Account Holder's Name]

Account Number: [Insert Account Number]

Statement Summary

Dear [Account Holder's Name],

This letter is to inform you that your payment for the credit card account listed above is past due. As of today, your payment of **#[Insert Amount]** was due on **[Insert Due Date]**.

Payment Details

- Current Balance: **#[Insert Current Balance]**
- Minimum Payment Due: **#[Insert Minimum Payment]**
- Past Due Amount: **#[Insert Past Due Amount]**

Consequences of Non-Payment

Please be aware that failure to make this payment may result in additional fees and potential impact on your credit score.

Payment Options

You can make your payment online at [Insert Website URL] or by calling our customer service at [Insert Phone Number].

We appreciate your attention to this matter and look forward to receiving your payment promptly.

Sincerely,

[Your Company Name]

[Your Company Contact Information]