

Payment Default Notice

Date: [Insert Date]

To: [Cardholder's Name]

Address: [Cardholder's Address]

Dear [Cardholder's Name],

We hope this message finds you well. This letter serves as a formal notice regarding your account with us, number [Insert Account Number]. As of [Insert Date], we have not received your scheduled payment for the amount of [Insert Amount Due].

As a result, your account is now considered past due. We understand that circumstances may arise that prevent timely payments, and we encourage you to contact us to discuss your options.

Please note that failure to remit payment may result in additional fees and impact your credit standing. We advise settling the outstanding balance of [Insert Amount Due] by [Insert Due Date] to avoid further action.

If you have already made your payment, please disregard this notice. Otherwise, please contact our customer service department at [Insert Phone Number] or [Insert Email Address] to assist you further.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]