

Second Reminder: Overdue Credit Card Payment

Dear [Customer Name],

This is a second reminder regarding your overdue credit card payment.

Your payment of \$[Amount], which was due on [Due Date], remains unpaid. We understand that oversights happen; however, it is important to settle this matter to avoid additional fees and potential impacts on your credit score.

Please make your payment at your earliest convenience to bring your account back into good standing. You can make your payment through our website or by contacting our customer service team at [Customer Service Phone Number].

If you have already made your payment, please disregard this notice.

Thank you for your attention to this important matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]