

Credit Card Minimum Payment Adjustment Explanation

Date: [Insert Date]

Account Holder: [Insert Account Holder Name]

Account Number: **** * [Last Four Digits]

Dear [Account Holder Name],

We hope this message finds you well. We are writing to inform you of an adjustment made to your credit card minimum payment requirement.

Effective [Insert Effective Date], your new minimum payment will be adjusted to [Insert New Payment Amount]. This adjustment is due to [Briefly Explain Reason for Adjustment, e.g., changes in interest rates, account status, etc.].

We encourage you to review your statement for a detailed breakdown of your account balance and payment information. Ensuring timely payments can help maintain a healthy credit score and avoid late fees.

If you have any questions regarding this adjustment or your account, please do not hesitate to contact our customer service team at [Insert Customer Service Phone Number] or [Insert Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]