

Credit Card Minimum Payment Terms Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification regarding the minimum payment terms associated with your credit card account ending in [last four digits of card].

As per our records, your statement for the billing cycle ending on [insert date] outlines a minimum payment of [insert minimum payment amount]. This minimum payment is calculated based on [brief explanation of how the minimum payment is determined, e.g., percentage of the balance, minimum fee, etc.].

To ensure you maintain your account in good standing and avoid any late fees, we kindly remind you that the minimum payment must be received by the due date stated on your statement.

If you have any further questions or need additional assistance regarding your credit card account, please do not hesitate to contact our customer service team at [insert phone number] or [insert email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]