

Credit Card Minimum Payment Due Explanation

Date: [Insert Date]

To: [Cardholder's Name]

[Cardholder's Address]

[City, State, ZIP Code]

Dear [Cardholder's Name],

We are writing to remind you that your minimum payment of [Insert Amount] for your credit card account ending in [Insert Last Four Digits] is currently due on [Insert Due Date]. To avoid late fees and maintain your account in good standing, we encourage you to make the minimum payment by the due date.

The minimum payment is calculated based on your outstanding balance, and it reflects a percentage of your total balance plus any applicable fees or interest charges. If you have any questions regarding your minimum payment or would like to discuss your account further, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]