

# Important Notice: Outstanding Credit Card Balance

Dear [Customer Name],

We hope this message finds you well. This is a reminder that your credit card account ending in [last four digits of the card] has an outstanding balance of [amount owed].

Please be advised that the payment due date is [due date]. Timely payments are important to avoid late fees and maintain a positive credit score.

If you have already made a payment, please disregard this message. Otherwise, we encourage you to make arrangements to settle your balance as soon as possible.

For your convenience, you can make a payment using our online portal or by contacting our customer service at [customer service number].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Contact Information]