

Credit Card Payment Notification

Date: [Insert Date]

Dear [Cardholder's Name],

We hope this message finds you well. We are writing to inform you that we have not yet received your payment for your credit card account ending in [last four digits of card number].

Your payment of [Insert Amount] was due on [Insert Due Date]. As of today, your account is [number of days late] days overdue. Please note that late payments may incur additional fees and may reflect negatively on your credit report.

To avoid further penalties, we encourage you to make your payment as soon as possible. You can pay online, through our mobile app, or by mailing a check to the address provided below:

[Insert Payment Address]

If you have already submitted your payment, please disregard this notice. If you have any questions or require assistance, feel free to contact our customer service at [Insert Customer Service Phone Number] or [Insert Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company's Contact Information]