

# Payment Reminder for Your Credit Card Account

Dear [Customer Name],

We hope this message finds you well. We are writing to remind you that your payment for your credit card account, with the account number ending in [XXXX], is due on [Due Date].

As of today, your outstanding balance is [Outstanding Amount]. To avoid any late fees or adverse effects on your credit score, please ensure that your payment is made by the due date.

You can make your payment through our online portal, by mail, or by visiting one of our branches. If you have already made the payment, please disregard this reminder.

Thank you for your attention to this matter. If you have any questions, feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]