

# Payment Reminder

Dear [Customer's Name],

We hope this message finds you well. This is a friendly reminder that your credit card payment due on [Due Date] has not been received.

Outstanding Amount: \$[Amount]

Please make your payment at your earliest convenience to avoid any late fees and to keep your account in good standing.

If you have already sent your payment, please disregard this notice. If you have any questions or need assistance, feel free to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]