

# Warning Letter for Delinquent Credit Card Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Cardholder's Name]

[Cardholder's Address]

[City, State, Zip Code]

## Subject: Important Notice Regarding Your Credit Card Payment

Dear [Cardholder's Name],

We are writing to inform you that your credit card account #[Account Number] is currently past due. As of the date of this letter, your payment of [\$Amount] is outstanding.

It is important that you remit this payment immediately to avoid any further consequences, including but not limited to late fees, increased interest rates, or a negative impact on your credit score.

Please make a payment by [Insert Deadline Date] to avoid additional charges. Payments can be made online, by phone, or by mailing a check to the address listed above.

If you have any questions regarding your account or if you believe this notice is in error, please contact our customer service team at [Customer Service Phone Number].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]