

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Axis Bank

Customer Service Department

[Branch Address or Bank's Official Address]

[City, State, Zip Code]

Subject: Credit Card Payment Reminder

Dear [Customer Service/Specific Contact Name],

I hope this letter finds you well. I am writing to kindly remind you regarding my pending credit card payment for the account number [Your Credit Card Number].

As of the date of this letter, I have not yet received a confirmation of the payment due on [Due Date]. The total amount outstanding is [Amount Due], and I would greatly appreciate any assistance you can provide regarding this matter.

If there are any issues with the payment or if further information is required, please do not hesitate to reach me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]