

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

Klarna Customer Service

[Their Address]
[City, State, Zip Code]

Subject: Late Payment Notice

Dear Klarna Customer Service,

I hope this message finds you well. I am writing to address a late payment notice I received regarding my account ([Your Account Number]).

Details of the Account:

- Account Holder Name: [Your Name]
- Order Number: [Order Number]
- Due Date: [Original Due Date]
- Amount Due: [Total Amount Due]

I acknowledge the past due amount and am committed to resolving this matter promptly. [Optional: Briefly explain reason for the late payment or any extenuating circumstances].

Please let me know if there are any specific steps I need to take in order to settle this account and avoid further penalties. I appreciate your assistance in this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]