

Subject: Action Required: Your Credit Card is Expiring Soon

Dear [Customer Name],

We are writing to inform you that your [Card Name/Type] ending in [Last 4 Digits] is set to expire on [Expiration Date].

To ensure uninterrupted service and avoid any payment disruptions, please take the following actions:

- **Confirm your mailing address:** Log in to your account to ensure your current address is correct so we can mail your new card.
- **Activate your new card:** Once you receive your new card, follow the instructions provided to activate it immediately.
- **Update recurring payments:** After activation, remember to update your card details (expiry date and CVV) for any subscriptions or automated bill payments.

If you have already received and activated your replacement card, please disregard this notice and securely destroy your old card.

If you have any questions or if you do not receive your new card by [Date], please contact our customer service team at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name/Department]
[Company Name]