

Date: [Insert Date]

Subject: Action Required: Address Verification for Credit Card Renewal

Dear [Customer Name],

Our records indicate that your [Credit Card Name] ending in [Last 4 Digits] is set to expire on [Expiry Date].

To ensure that your new credit card reaches you securely and without delay, please verify your current mailing address listed below:

[Street Address]

[City, State, Zip Code]

[Country]

If this address is correct: No further action is required. Your new card will be mailed to this location automatically.

If this address is incorrect: Please update your information by [Deadline Date] using one of the following methods:

- Log in to your online banking portal at [Website URL].
- Use our mobile banking application.
- Call our customer service department at [Phone Number].

For your security, please note that the post office will not forward credit cards to a new address. If your address is not updated, your card will be returned to us for your protection.

Thank you for being a valued customer.

Sincerely,

[Bank/Company Name]

[Department Name]

[Contact Information]