

Date: [Insert Date]

To: [Authorized Cardholder Name]

Company: [Company Name]

Subject: Action Required: Your Commercial Business Credit Card is Expiring Soon

Dear [Cardholder Name],

Our records indicate that your business credit card ending in [**Last 4 Digits of Card**] is scheduled to expire on [**Expiration Date**].

To ensure uninterrupted service for your business expenses and recurring payments, please take note of the following:

- **New Card Delivery:** Your replacement card will be mailed to [Company Address] within [Number] business days.
- **Activation:** Once received, please follow the instructions on the sticker to activate your new card immediately.
- **Update Payments:** Remember to update your card details for any automated vendor payments or subscriptions tied to this account.
- **Disposal:** Once your new card is activated, please destroy your expired card by cutting it through the magnetic stripe and chip.

If you do not receive your replacement card by [Date], or if you have any questions regarding your account, please contact our commercial banking support team at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Sender Name]

[Title]

[Financial Institution/Department Name]