

## **FINAL NOTICE: YOUR CARD IS EXPIRING SOON**

Date: [Insert Date]

Dear [Customer Name],

We are writing to remind you that your credit card ending in **[Last 4 Digits of Card]** is scheduled to expire on **[Expiration Date]**.

To ensure uninterrupted service and to avoid any potential payment failures for your recurring subscriptions or automated bills, please take a moment to activate your new card as soon as it arrives.

### **What you need to do:**

- If you have already received your replacement card, please follow the activation instructions included in the mailer immediately.
- If you have not received your new card, please contact our customer service department at [Phone Number] or visit our website at [Website URL].
- Once activated, remember to update your card information (expiry date and CVV) with any merchants who bill you automatically.

Your current card will cease to function after the last day of [Month, Year].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]  
[Customer Service Department]  
[Contact Information]