

[Date]

[Primary Account Holder Name]  
[Secondary Account Holder Name]  
[Street Address]  
[City, State, Zip Code]

**Subject: Notification of Upcoming Credit Card Expiration**

Dear [Primary Account Holder Name] and [Secondary Account Holder Name],

We are writing to inform you that the joint credit card(s) associated with your account ending in [Last 4 Digits of Account Number] are scheduled to expire on **[Expiration Date]**.

Please note the following information regarding your replacement cards:

- **Delivery:** New cards for both account holders have been mailed to your address on file. You should receive them within [Number] business days.
- **Activation:** Once the new cards arrive, please follow the instructions on the sticker to activate them immediately.
- **Recurring Payments:** To avoid any service interruptions, please update your card information (new expiration date and CVV) for any automated bill payments or subscriptions linked to this account.
- **Old Cards:** For your security, please destroy your old cards by shredding or cutting them once your new cards have been activated.

If you do not receive your new cards by [Date], or if you have any questions regarding your joint account, please call our customer service department at [Phone Number] or visit our website at [Website URL].

Thank you for your continued business.

Sincerely,

[Your Name/Department]  
[Financial Institution Name]