

Date: [Date]

[Customer Name]

[Address Line 1]

[Address Line 2]

Subject: Important Information Regarding Your Credit Card Expiration

Dear [Customer Name],

This is a formal notice to inform you that your credit card ending in [**Last 4 Digits**] is scheduled to expire on [**Expiration Date**].

To ensure uninterrupted service, we have automatically processed your renewal. Your new card has been mailed to your registered address and should arrive within [Number] business days. If you do not receive it by [Date], please contact our customer service department immediately.

**Action Required:**

- Once your new card arrives, please follow the instructions included to activate it.
- For security purposes, please destroy your old card by cutting it through the magnetic stripe and chip.
- Update your card details for any recurring payments or subscriptions linked to this account.

If you have any questions or if your mailing address has changed, please call us at [Phone Number] or visit our website at [Website URL].

Thank you for your continued business.

Sincerely,

[Your Name/Department]

[Company Name]