

[Bank Name]  
[Customer Service Department]  
[Address]  
[City, State, Zip Code]

[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**Subject: Important Notice: Your Premium Rewards Credit Card is Expiring Soon**

Dear [Customer Name],

We are writing to inform you that your [Card Name] ending in [Last 4 Digits] is set to expire on **[Expiration Date]**.

To ensure you continue to enjoy your premium benefits and uninterrupted earning of rewards points, we have automatically processed your replacement card. You should receive your new card via mail within [Number] business days at your registered address.

**What you need to do:**

- **Activate your new card:** Once it arrives, follow the instructions on the sticker or log in to our mobile app to activate it.
- **Update recurring payments:** Please update your card details (new expiration date and CVV) for any automated bill payments or subscriptions.
- **Dispose of your old card:** After activating the new card, please destroy your old card by cutting it through the magnetic stripe and chip.

Your current rewards balance remains unaffected by this card renewal. You can continue to redeem your points for travel, merchandise, and statement credits as usual.

If you do not receive your new card by [Date] or if you have recently changed your mailing address, please contact our Priority Member Services at [Phone Number] or visit our secure website at [Website URL].

Thank you for being a valued [Bank Name] customer.

Sincerely,

[Sender Name/Signature]  
[Title]  
[Bank Name]