

[Date]

[Customer Name]

[Street Address]

[City, State, Zip Code]

Subject: Important: Your [Bank/Company Name] Credit Card is Expiring Soon

Dear [Customer Name],

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

To ensure uninterrupted service, please note the following:

- **New Card Delivery:** Your replacement card will be mailed to your address on file. You should receive it by [Expected Date].
- **Activation:** Once your new card arrives, please follow the instructions provided to activate it immediately.
- **Automatic Payments:** Remember to update your card information (expiry date and CVV) for any recurring bills or subscriptions linked to this account.

If you have recently changed your mailing address or if you do not receive your new card within the next 10 business days, please contact our customer service department at [Phone Number] or visit our website at [Website URL].

Thank you for being a valued customer.

Sincerely,

[Sender Name/Department]

[Bank/Company Name]