

[Date]

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

Subject: Important Notice Regarding Your Credit Card Expiration

Dear [Customer Name],

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

To ensure uninterrupted service, we have already processed your replacement card. You should receive your new card via mail at your registered address within [Number] business days. If you do not receive it by [Date], please contact us immediately.

What you need to do:

- **Activate your new card:** Follow the instructions provided with the card to activate it via our mobile app, website, or by calling the activation number.
- **Destroy your old card:** Once you have activated the new card, please cut through the chip and magnetic stripe of your expired card.
- **Update recurring payments:** Please remember to update your card information (expiry date and CVV) for any automated bill payments or subscriptions.

Your current card will remain active until the last day of [Month, Year] or until you activate your new card.

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

Thank you for choosing [Bank Name].

Sincerely,

[Department Name]
[Bank Name]