

Date: [Insert Date]

To: [Employee Name]

Department: [Insert Department]

Subject: Notice of Upcoming Corporate Credit Card Expiration

Dear [Employee Name],

Our records indicate that your corporate credit card ending in [Last 4 Digits] is scheduled to expire on [Expiration Date].

To ensure uninterrupted service for your business expenses, please take note of the following:

- **New Card Delivery:** Your replacement card will be mailed to [Office Address/Home Address] by [Estimated Date].
- **Activation:** Once received, please follow the instructions included with the card to activate it immediately.
- **Old Card Disposal:** As soon as your new card is activated, please destroy your expired card by shredding it.
- **Updated Information:** Remember to update your card details for any recurring payments or saved profiles (e.g., travel booking sites, subscriptions).

If you do not receive your new card by [Date], or if you have any questions regarding your corporate account, please contact the Finance Department at [Phone Number/Email Address].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Company Name]