

[Date]

[Recipient Name]

[Street Address]

[City, State, Zip Code]

Subject: Notification of Expedited Replacement Card Delivery

Dear [Recipient Name],

This letter is to confirm that your request for a replacement [Card Type, e.g., Credit/Debit/Membership] card has been processed. As requested, we have expedited the shipping of your new card.

Delivery Details:

- **Account Ending In:** [Last 4 Digits]
- **Shipping Method:** [Shipping Method/Carrier Name]
- **Tracking Number:** [Tracking Number]
- **Estimated Delivery Date:** [Date]

For your security, your new card will arrive in a plain envelope and will require activation upon receipt. You can activate your card by [Activation Method, e.g., calling the number on the sticker or logging into the mobile app].

Please ensure that your old card is destroyed once the new one is activated. If you do not receive your card by the estimated delivery date, please contact our customer service department immediately at [Phone Number].

Thank you for your continued loyalty.

Sincerely,

[Sender Name]

[Title]

[Company Name]