

[Date]

[Customer Name]

[Street Address]

[City, State, Zip Code]

Subject: Your Replacement Card and Activation Instructions

Dear [Customer Name],

Enclosed with this letter is your replacement [Card Type, e.g., Debit/Credit] card ending in - [Last 4 Digits]. This card has been issued to replace your previous card due to [Reason, e.g., expiration/reported damage].

For your security, your new card arrives in an inactive state. Please follow the steps below to activate it before use:

- **Option 1: Mobile App** - Log in to our app and navigate to "Manage Cards" to activate.
- **Option 2: Online Banking** - Visit [Website URL] and follow the activation prompts in your account dashboard.
- **Option 3: By Phone** - Call our automated activation line at [Phone Number]. You will need to provide your card details and verify your identity.

Important Reminders:

- **Sign your card:** Please sign the back of your new card immediately.
- **Update recurring payments:** Ensure you update your card information with any merchants or service providers that bill you automatically.
- **Dispose of your old card:** Once the new card is active, please destroy your old card by cutting through the magnetic stripe and the chip.

If you did not request this card, or if you have any questions, please contact our customer service department at [Customer Service Phone Number].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name/Department]

[Company Name]