

[Company Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address Line 1]
[City, State, Zip Code]

Subject: Enclosure of Secure PIN Mailer

Dear [Recipient Name],

Please find enclosed the secure PIN mailer for your [Account Type/Credit Card/Debit Card] ending in [Last 4 Digits].

For your security, please ensure that the tamper-evident seal on the mailer is intact. If you notice any signs of tampering, please contact our customer service department immediately at [Phone Number].

Important Security Instructions:

- Memorize your PIN immediately.
- Destroy the PIN mailer once the code has been memorized.
- Do not share your PIN with anyone.
- Change your PIN regularly at any authorized ATM.

If you have any questions regarding the activation or use of your PIN, please visit our website at [Website URL] or call us at [Phone Number].

Sincerely,

[Sender Name/Signature]
[Title/Position]