

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Action Required: Please update your payment information

Dear [Customer Name],

We are contacting you because the credit card we have on file for your account ending in [Last 4 Digits] is set to expire on [Expiry Date].

To ensure that your service remains uninterrupted and your next scheduled payment of [Amount] on [Date] is processed successfully, please update your billing details as soon as possible.

You can update your information by following these steps:

- Log in to your account at [Website URL].
- Navigate to the "Billing" or "Payment Methods" section.
- Enter your new card details and click "Save."

If you have already updated your information, please disregard this notice.

Thank you for being a valued customer.

Sincerely,

[Your Name/Company Name]

[Phone Number]

[Support Email Address]