

[Your Company Name]
[Customer Service Department]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Important Notice Regarding Your Credit Card Expiration

Dear [Customer Name],

This is a formal notification to inform you that your [Card Name/Type] ending in **[Last 4 Digits of Card]** is scheduled to expire on **[Expiration Date]**.

To ensure uninterrupted service and to avoid any issues with your recurring payments or daily transactions, we are preparing to send you a replacement card. Please review the following information:

- **Mailing Address:** Your new card will be mailed to the address we have on file. If you have recently moved, please update your address via our online portal or by calling customer service by [Deadline Date].
- **Delivery Timeline:** You should receive your new card within [Number] business days.
- **Activation:** Once your new card arrives, please follow the enclosed instructions to activate it immediately.

Your current card will remain active until the last day of [Expiration Month] or until you activate your new card.

If you have any questions or if you do not receive your new card by [Expected Date], please contact us at [Phone Number] or visit our website at [Website URL].

Thank you for being a valued customer.

Sincerely,

[Sender Name/Department]
[Your Company Name]