

URGENT: ACTION REQUIRED

Date: [Insert Date]

To: [Customer Name]

Account Number: [Insert Account Number]

Subject: Urgent Notice - Credit Card on File Has Expired

Dear [Customer Name],

We are writing to inform you that the credit card we have on file for your account (ending in [Last 4 Digits]) has expired as of [Expiry Date].

As a result, we are unable to process your most recent payment for [Service/Product Name]. To avoid any interruption in service or potential late fees, please update your payment information immediately.

How to update your information:

- Log in to your online portal at: [Insert Link]
- Call our billing department at: [Insert Phone Number]
- Update via our mobile app under the "Payment Settings" section.

If you have already updated your information or recently sent a payment via another method, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Contact Information]

[Website]