

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important: Your credit card on file is expiring soon

Dear [Customer Name],

We are writing to let you know that the credit card we have on file for your account (ending in [Last 4 Digits]) is set to expire on [Expiration Date].

To avoid any interruption to your service or pending payments, please update your billing information as soon as possible.

You can update your card details by following these steps:

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

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

If you have any questions or need assistance, please contact our support team at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name/Company Name]

[Department Name]