

Date: [Insert Date]

Subject: Action Required: Your credit card has expired

Dear [Customer Name],

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

As a result, we were unable to process your most recent payment for [Service/Product Name]. To ensure your service remains uninterrupted, we have initiated a **[Number of Days] day grace period** starting from today.

Please update your payment information by [Grace Period End Date] to avoid account suspension or late fees.

How to update your details:

- Log in to your account at: [Insert Website Link]
- Go to the "Billing" or "Payment Methods" section.
- Enter your new card details and save changes.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]
[Customer Support Phone Number]
[Support Email Address]