

Date: [Current Date]

Policy Number: [Policy Number]

Subject: Action Required: Your Credit Card is Expiring Soon

Dear [Policyholder Name],

We are writing to inform you that the credit card ending in [Last 4 Digits] on file for your auto insurance policy is set to expire on [Expiration Date].

To ensure your insurance coverage remains active and to avoid any missed payments or late fees, please update your payment information before your next scheduled billing date of [Next Billing Date].

You can update your card details using one of the following methods:

- **Online:** Log in to your account at [Website URL].
- **Mobile App:** Open the [Company Name] app and go to the "Payments" section.
- **Phone:** Call our billing department at [Phone Number].

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

Thank you for choosing [Company Name].

Sincerely,

[Company Name] Billing Department