

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: URGENT: Credit Card Expiring Soon - Policy #[Policy Number]

Dear [Policyholder Name],

We are writing to notify you that the credit card currently on file for your life insurance premium payments is set to expire on **[Expiry Date]**.

To ensure your life insurance coverage remains active and to avoid any lapse in protection, please update your payment information before your next scheduled premium due date on **[Next Payment Date]**.

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

- **Online:** Log in to your account at [Website URL].
- **Phone:** Call our Customer Service department at [Phone Number].
- **Mobile App:** Update your billing profile via the [Company Name] app.

If you have already updated your information, please disregard this notice. Thank you for choosing [Company Name] for your life insurance needs.

Sincerely,

[Sender Name/Department]

[Company Name]

[Contact Email/Phone]