

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Subject: Confirmation of Credit Card Update

Dear [Customer Name],

This letter is to confirm that we have successfully updated the credit card information on file for your account [Account Number].

The details of your new payment method are as follows:

- Card Type: [Card Type - e.g., Visa/Mastercard]
- Last Four Digits: [XXXX]
- Update Effective Date: [Date]

All future automatic payments and recurring billing for your subscription/service will now be charged to this card. No further action is required on your part.

For your security, please note that we do not store your full credit card number in our system. If you did not authorize this change, please contact our customer service department immediately at [Phone Number] or [Email Address].

Thank you for being a valued customer.

Sincerely,

[Sender Name]  
[Department Name]  
[Company Name]