

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Request for Updated Billing Information

Dear [Customer Name],

We are contacting you regarding your account [Account Number]. We recently attempted to process a payment, but it appears that the billing information we have on file is outdated or has expired.

To ensure there is no interruption to your service, please update your billing details at your earliest convenience. You can provide your updated information by:

- Logging into your online account at [Website URL].
- Calling our billing department at [Phone Number].
- Completing and returning the enclosed form.

If you have already updated your information, please disregard this notice. If you have any questions, feel free to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]