

[Your Company Name]  
[Billing Department Address]  
[City, State, Zip Code]  
[Date]

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

Subject: Action Required: Your Credit Card is Expiring Soon

Dear [Customer Name],

We are writing to inform you that the credit card we have on file for your account ending in [Last 4 Digits of Card] is set to expire on [Expiry Date].

To avoid any interruption to your [Service/Subscription Name], please update your payment information by [Deadline Date].

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

- Log in to your account at [Website URL] and navigate to the 'Billing' section.
- Call our secure automated billing line at [Phone Number].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]