

Your Company Name
Address
City, State Zip

Date

Addressee Name
Address
City, State Zip Code

Dear _____.

It has come to our attention that the credit card on file to pay your account has expired, updated data is required.

Please complete the attached credit card update form and return to us via e-mail or to the fax number listed below.

If you have any questions or concerns please contact Customer Support at _____ or send us an email at _____.

Thank you for your business!

Sincerely,

Name: _____

Phone: _____

Fax: _____