

# Request for Timely Credit Card Refresh

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request a timely refresh of my credit card (Account No: [Your Account Number]) which is set to expire on [Expiration Date].

Given my history as a responsible cardholder and my need for uninterrupted access to credit, I would appreciate your assistance in ensuring that I receive a new card well before the expiration date.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]