

Notification of Payment Information Review

Dear [Recipient Name],

We are writing to inform you that we will be conducting a review of your payment information in our records.

Please take a moment to verify that your payment details are accurate and up to date. This will help us ensure that all transactions are processed smoothly.

If you need to update your information, please visit [link to update page] or contact our customer service at [customer service contact information].

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position]
[Company Name]