

Urgent: Update Your Payment Method

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you about an urgent matter regarding your account.

In order to ensure uninterrupted service, we kindly request that you update your payment method at your earliest convenience. Your current payment information is either expired or insufficient for processing future payments.

Please follow these steps to update your payment method:

1. Log in to your account at [Website URL].
2. Navigate to the 'Billing' section.
3. Select 'Update Payment Method' and enter your new payment information.

Failure to update your payment method by [Deadline Date] may result in service interruption.

If you have any questions or need assistance, please do not hesitate to contact our support team at [Support Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]