

Request for Assistance with Expired Credit Card

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek assistance regarding my expired credit card associated with my account (Account Number: [Your Account Number]). My credit card expired on [Expiration Date] and I have not yet received a renewal card.

Given the situation, I would appreciate it if you could guide me on the necessary steps to resolve this matter, including any potential fees or documents required for the renewal process.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]