

Credit Card Dormancy Alert

Date: [Insert Date]

To: [Cardholder's Name]

Address: [Cardholder's Address]

Dear [Cardholder's Name],

We hope this message finds you well. We are writing to inform you that your credit card with account number [Last Four Digits of Card] has been inactive for an extended period of time.

As a reminder, to keep your account active and avoid any potential closure, we encourage you to make a transaction within the next [Insert Time Frame]. You can use your card for purchases online or in-store to maintain its status.

If you have already made a transaction recently, please disregard this notice. If you have any questions or need assistance, feel free to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]