

Credit Card Automatic Payment Update

Date: [Insert Date]

Dear [Recipient's Name],

This letter is to inform you that we have updated the automatic payment information associated with your account.

Here are the details of your new credit card:

- Cardholder Name: [Insert Name]
- Card Number: **** * [Last Four Digits]
- Expiration Date: [Insert Expiration Date]

Please ensure that you have sufficient funds available in your account for future transactions. Your next scheduled payment will be processed on [Insert Payment Date].

If you have any questions or concerns, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]