

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Response to Order on Expired Credit Card

Dear :

Thank you for your recent order of {product} from {name of company}. We would love to send your order to you, however, the credit card you chose to pay for your purchase has expired. We understand that mistakes do happen. However, we will not be able to fill your order until we receive payment for the item. Please contact us to resend payment.

Thank you for your business.

Sincerely,

N A M E