**{fac business name}**

**{fac mailing address1} {fac mailing address2}**

**{fac primary city}, {fac primary state} {fac primary zip}**

**{fac primary phone}**

**Update Credit Card Information**

{date}

Dear {first} {last}:

**{fac business name}** has recently changed credit card processor. If you have not done so already, your automatic credit card information {cc acct} will need to be updated before {next bill}. Please go to our website at {fac web page} under the ***Enroll in Auto Payments*** to update your credit card information or give us a call {fac primary phone} to avoid any interruptions or late fees.

If you already have an Online Account with us, please log in and update your card information by re-entering your current credit card information.

<https://onlinepayments.storagecommander.net/>

Corporate Code:

 If you intend to create an account, you will need the following information:

 Unit #: {unit}

 Gate Access Code: {access code}

If you require any additional assistance, please contact the facility.

Thank you,

{fac first} {fac last}

{fac business name}