

[Bank Name]
[Branch Address]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Rejection of Standing Instruction Request for Account Number: [Account Number]

Dear [Customer Name],

We are writing to inform you that we are unable to process your request to set up a Standing Instruction dated [Date of Application].

Your request was declined due to the following reason(s):

- [Reason 1: e.g., Insufficient funds to cover the initial transfer]
- [Reason 2: e.g., Incomplete or incorrect beneficiary details]
- [Reason 3: e.g., Signature mismatch on the application form]
- [Reason 4: e.g., Account type does not support automated transfers]

As a result, no funds have been transferred, and no future automated payments have been scheduled at this time.

If you wish to proceed with this setup, please submit a new request ensuring that the issues mentioned above are addressed. You may also visit your nearest branch or contact our customer service desk at [Phone Number] if you require further assistance.

Thank you for your understanding.

Sincerely,

[Name of Bank Representative]
[Title/Department]
[Bank Name]