

Date: [Insert Date]

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

Account Number: [Insert Account Number]

Subject: Notification of Standing Instruction Suspension due to Insufficient Funds

Dear [Customer Name],

We are writing to inform you that your standing instruction for [Recipient Name/Service Name] in the amount of [Currency and Amount] has been suspended.

This action was taken because there were insufficient funds in your account to cover the scheduled payment on [Date of Failed Transaction]. As per our policy, we attempted to process this payment [Number of Attempts] times, but the transaction was declined by the system.

Please note the following:

- The automated payment service is currently inactive.
- You are responsible for making this payment manually to the recipient to avoid any late fees or service interruptions.
- Your account may have been charged an "Insufficient Funds" or "Returned Item" fee.

To reactivate this standing instruction, please ensure your account has adequate funds and contact us at [Phone Number] or visit your local branch.

Thank you for your prompt attention to this matter.

Sincerely,

[Bank/Company Name]
[Department Name]
[Contact Information]