

Date: [Insert Date]

Subject: Notice of Failed Payment and Pending License Revocation

Dear [Customer Name],

This letter is to inform you that we were unable to process the payment for your software license subscription, **[Software Name/License Key]**, on **[Date of Failed Payment]**.

As a result of this failed transaction, your access to the software is currently scheduled for revocation on **[Revocation Date]**. To prevent any interruption to your workflow and to maintain your license status, please update your billing information and settle the outstanding balance of **[Amount Due]**.

Action Required:

- Log in to your account at: [Insert Link to Billing Portal]
- Update your payment method (Credit Card/ACH/Other).
- Process the outstanding invoice manually or wait for our system to retry the charge.

If payment is not received by **[Revocation Date]**, your software license will be automatically deactivated, and you will lose access to all features and associated data stored within the application.

If you believe this is an error or if you have already submitted a payment, please contact our billing department immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Department]

[Contact Information]