

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Important Notice Regarding Your Subscription Payment**

Dear [Customer Name],

This is a friendly reminder that we were unable to process your most recent payment for your [Subscription Name] subscription on [Payment Date].

It is possible that your payment method on file has expired or was declined by your bank. To ensure your service remains uninterrupted, please update your billing information as soon as possible.

**Account Details:**

Invoice Number: [Invoice Number]  
Amount Due: [Amount]  
Due Date: [Original Due Date]

You can update your payment details and settle your balance by logging into your account here: [Link to Billing Portal].

If you have already made this payment, please disregard this notice. If you have any questions or are experiencing difficulties, please contact our support team at [Support Email/Phone Number].

Thank you for being a valued subscriber.

Sincerely,

[Your Name/Department]  
[Your Company Name]