

Subject: Action Required: Payment Declined for Your Account

Dear [Customer Name],

We are writing to inform you that your recent credit card payment for [Invoice Number/Service Name] in the amount of [Amount] was declined by your financial institution.

As a result, your payment is currently outstanding. To avoid any potential service interruptions or late fees, please update your payment information or provide an alternative payment method as soon as possible.

Common reasons for a declined payment include:

- Expired credit card
- Incorrect billing address
- Insufficient funds
- Bank security blocks

You can update your payment details by logging into your account here: [Link to Payment Portal].

If you have already resolved this issue with your bank or have made a payment through another method, please disregard this notice.

If you have any questions or believe this is an error, please contact our support team at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name/Company Name]
[Department Name]