

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important: Payment Authorization Issue for Account [Account Number]

Dear [Customer Name],

We are writing to notify you that we were unable to process the payment for your recent order/subscription [Order/Invoice Number] using the credit card ending in [Last 4 Digits].

The transaction was declined by your financial institution for the following amount: [Amount].

To avoid any interruption in your service or a delay in your shipment, please update your payment information as soon as possible. You can do this by:

- Logging into your online account at [Website URL].
- Calling our customer service department at [Phone Number].

If you have already updated your information or made a payment via another method, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Department]

[Contact Information]