

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Notice Regarding Your Recent Payment

Dear [Customer Name],

We are writing to inform you that your recent credit card payment for [Account Number/Invoice Number] was declined by your financial institution.

Transaction Details:

- Date of Attempt: [Date]
- Amount: [Amount]
- Card Ending In: [Last 4 Digits]

As a result, your payment has not been processed. To avoid any service interruptions or late fees, please update your payment information or provide an alternative payment method by [Deadline Date].

You can update your details by:

- Logging into your account at: [Website URL]
- Calling our billing department at: [Phone Number]

If you have already resolved this issue with your bank, please contact us to retry the transaction.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Contact Information]