

Subject: Important: Payment declined for your account [Account Number/Order Number]

Dear [Customer Name],

We are writing to inform you that we were unable to process your recent credit card payment of [Payment Amount] on [Date].

Your financial institution declined the transaction. This may have occurred for several reasons, such as:

- An expired credit card.
- Incorrect billing information.
- Insufficient funds or credit limit.
- Security flags from your bank.

To ensure your service remains active and to avoid any 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: [Link to Website/Portal]

If you believe this is an error or if you have already resolved this with your bank, please contact our billing department at [Phone Number] or reply to this email.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name/Company Name]

[Contact Information]