

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Failed Transaction - [Order/Account Number]

Dear [Customer Name],

We are writing to inform you that we were unable to process the recent credit card transaction for your account on [Date of Attempt].

Transaction Details:

Order/Invoice Number: [Number]

Amount: [Amount]

Card Ending In: [Last 4 Digits]

The transaction was declined by your financial institution. As a result, we have been unable to complete your [Order/Subscription Payment].

To resolve this issue and prevent any interruption in service, please update your payment information or provide an alternative payment method by visiting [Link to Payment Portal/Account Settings].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Billing Department]

[Contact Information]