

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Unsuccessful Credit Card Payment

Dear [Customer Name],

We are writing to inform you that we were unable to process the payment for your recent transaction or subscription renewal using the credit card on file.

Transaction Details:

- Date of Attempt: [Date]
- Amount: [Amount]
- Reference Number: [Invoice/Order Number]
- Card Ending In: [Last 4 Digits]

Common reasons for a payment failure include an expired card, insufficient funds, or a temporary block from the issuing bank. Please note that your service or order may be delayed or suspended until payment is successfully processed.

To resolve this matter, please take one of the following actions:

1. Log in to your account at [Website URL] to update your payment information.
2. Contact your bank to authorize the transaction.
3. Call our billing department at [Phone Number] to provide an alternative payment method.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]