

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address]

**Subject: Notification regarding failed SIP Auto-Debit mandate**

Dear Sir/Madam,

I am writing to inform you that my scheduled Systematic Investment Plan (SIP) auto-debit transaction was unsuccessful. Below are the details of the transaction:

- **Account Holder Name:** [Your Full Name]
- **Bank Account Number:** [Your Account Number]
- **SIP Amount:** [Amount]
- **SIP Date:** [Date of Failure]
- **Mutual Fund House/AMC:** [Name of Fund House]
- **Folio Number/Reference Number:** [Reference Number]

The transaction failed due to [State Reason: e.g., technical error / insufficient funds / mandate expiry]. I request you to kindly look into this matter and ensure that the auto-debit mandate remains active for future installments.

I have already ensured that sufficient funds are available in my account to prevent future failures. Please let me know if any additional documentation or action is required from my end to re-validate the mandate.

Thank you for your prompt assistance.

Sincerely,

[Your Signature]  
[Your Name]  
[Your Phone Number]  
[Date]