

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

To,  
The Branch Manager,  
[Bank Name]  
[Branch Name]  
[City, State]

**Subject: Notice regarding insufficient funds for SIP Mandate - Account No: [Your Account Number]**

Dear Sir/Madam,

I am writing to formally notify you regarding a failed Systematic Investment Plan (SIP) transaction scheduled for [Date of SIP] from my savings account mentioned above.

Due to [unforeseen circumstances/technical error/temporary cash flow issue], the account did not have sufficient funds to honor the mandate for [Mutual Fund Name/Investment Company] amounting to [Amount].

I wish to inform you that I have now deposited the necessary funds into the account. I request you to:

- Proceed with the re-presentation of the mandate if applicable.
- Waive any penal charges or "Insufficient Funds" fees as a one-time gesture, as this is my first instance of default.

I assure you that I will maintain the required balance for all future SIP cycles to ensure successful processing.

Thank you for your cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]