

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**Subject: SECOND NOTICE: Payment Failure for [Subscription/Service Name]**

Dear [Customer Name],

We are contacting you because our second attempt to process the renewal payment for your [Subscription/Service Name] has failed. This is a follow-up to our previous notification sent on [Date of First Notice].

Our records indicate that your payment method was declined for the amount of [Amount] due on [Due Date].

To prevent a disruption in your service, please update your billing information as soon as possible. You can resolve this by following these steps:

- Log in to your account at [Website Link].
- Navigate to the "Billing" or "Payment Methods" section.
- Update your credit card details or select an alternative payment method.

Please note that if payment is not received by [Final Deadline Date], your account will be suspended and you will lose access to [List Key Benefits/Services].

If you have already updated your information or believe this is an error, please contact our support team at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Department Name]