

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Rejected Electronic Funds Transfer

Dear [Recipient Name],

We are writing to inform you that the electronic funds transfer (EFT) initiated on [Date] in the amount of \$[Amount] has been rejected by the financial institution.

The transaction was returned with the following details:

- **Transaction Reference Number:** [Number]
- **Reason for Rejection:** [e.g., Insufficient Funds / Invalid Account Number / Closed Account]

Please take immediate action to resolve this issue. You may provide alternative payment details or contact your bank to ensure future transfers are successful. To avoid any late fees or service interruptions, we request that you provide a replacement payment by [Due Date].

If you have already addressed this matter or believe this notice was sent in error, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]