

Subject: Inquiry Regarding Failed Payment Arrangement - Account: [Account Number]

Dear [Recipient Name/Billing Department],

I am writing to inquire about a recent notification I received regarding a failed payment for my account, [Account Number/Reference].

According to our agreed-upon payment arrangement dated [Date of Agreement], a payment of [Amount] was scheduled to be processed on [Scheduled Date]. However, I have been informed that this transaction was unsuccessful.

I would like to clarify the reason for this failure. Please confirm if the issue was due to:

- Insufficient funds
- Technical errors on the processing end
- Expired or incorrect payment information
- Other: [Specify if known]

I am committed to fulfilling this payment and would like to rectify the situation immediately. Please let me know the best way to resubmit the payment or if I need to update my billing details to avoid further disruption to the arrangement.

I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]