

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

[Date]

[Recipient Name or Billing Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Alternative Payment Method - Account/Invoice #[Number]

Dear [Recipient Name],

I am writing to inform you that I have attempted to process a payment for [Invoice Number/Account Name] in the amount of [Amount] via your electronic payment portal on [Date].

Unfortunately, the transaction could not be completed due to [mention reason, e.g., technical errors on the website / payment gateway failure / recurring processing issues]. I have verified with my bank that there are no issues on my end, and the failure appears to be related to the e-payment system.

As I wish to ensure my account remains in good standing and avoid any late fees, I would like to request an alternative method of payment. Please let me know if I can settle this balance via one of the following:

- Direct Bank Transfer (Wire/ACH)
- Check by Mail
- Over-the-phone Payment
- [Other preferred method]

Please provide the necessary details or instructions for the chosen method at your earliest convenience. If you are able to waive any late fees associated with this technical delay, I would greatly appreciate it.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]