

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: NOTICE OF FAILED PAYMENT**

Dear [Tenant Name],

This letter is to inform you that your payment for [Rent/Fees] for the period of [Month/Year] in the amount of \$[Amount] was unsuccessful.

Reason for failure: [e.g., Insufficient Funds / Incorrect Account Details / Expired Card]

As a result of this failed transaction, the following charges are now due immediately:

- Original Amount: \$[Amount]
- Late Fee: \$[Amount]
- Returned Payment Fee: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please provide payment in full by [Date] via [Accepted Payment Methods, e.g., Certified Check or Online Portal] to avoid further action or additional late penalties.

If you believe this notice has been sent in error or if you have already made a replacement payment, please contact our office immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]

[Contact Email]