[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Notification of Failed Payment Attempt**

Dear [Recipient’s Name],

We are writing to inform you that a recent attempt to process your payment for [INVOICE NUMBER/SERVICE DESCRIPTION] on [DATE] was unsuccessful.

**Details of the Failed Payment**

* **Invoice Number**: [INVOICE NUMBER]
* **Payment Amount**: [AMOUNT]
* **Payment Method Used**: [*e.g., Credit Card, Bank Transfer*]
* **Reason for Failure (if available)**: [*e.g., Insufficient Funds, Invalid Payment Details*]

**Next Steps**

To resolve this issue, please take one of the following actions:

1. **Verify Payment Details**: Ensure that the payment information on file is correct and up-to-date.
2. **Retry Payment**: You can retry the payment by [*Method, e.g., logging into your account or contacting our billing department*].
3. **Provide Updated Payment Method**: If your payment details have changed, please update them by [*Method, e.g., contacting us or accessing your account online*].

Please complete the above steps by [DUE DATE] to avoid any potential late fees or disruption in service.

If you have any questions or require assistance, please direct them to [Name, Title], at [Email Address/Phone Number].

Thank you for your prompt attention to this matter.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]