URGENT NOTICE: MISSED ELECTRONIC FUNDS TRANSFER

Date: [Insert Date]

To: [Recipient Name]
Account Number: [Insert Account Number]
Reference Number: [Insert Reference Number]

Dear [Recipient Name],

This letter is to formally notify you that we were unable to process your scheduled Electronic Funds Transfer (EFT) on [Insert Date Payment Was Due].

As a result of this missed payment, your account is currently in a state of lapse. To prevent further service interruptions or late penalties, immediate action is required.

Transaction Details:

- Scheduled Amount: [Insert Amount]
- Reason for Failure: [Insert Reason, e.g., Insufficient Funds / Incorrect Account Details]
- Current Outstanding Balance: [Insert Total Amount Due]

Please log in to your online portal or contact our billing department at [Insert Phone Number] by [Insert Deadline Date] to remit payment. If you have already updated your payment information or sent the funds, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]
[Department Name]
[Contact Information]