[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: NOTICE OF PENDING CANCELLATION - Missed EFT Payment

Dear [Customer Name],

This letter is to inform you that we were unable to process your scheduled Electronic Funds Transfer (EFT) payment on [Date] for your account [Account Number].

Due to this missed payment, your coverage is currently in a grace period and is scheduled for cancellation effective **[Cancellation Date]**. To prevent the lapse of your services and maintain your coverage, we must receive the outstanding balance of $[Amount Due] immediately.

Next Steps:

- **Online:** Log in to your account portal at [Website URL] to make a one-time payment.
- **Phone:** Call our automated billing system at [Phone Number].
- **Mail:** Send a check or money order to [Payment Address], ensuring it arrives before the cancellation date.

If payment has already been sent, please disregard this notice. If you believe this is an error or if you have updated your banking information, please contact our billing department at [Customer Service Phone Number] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Company Name]
[Billing Department]
[Contact Information]