[Date]

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

RE: Urgent Action Required - Missed Electronic Funds Transfer (EFT)

Dear [Recipient Name],

This letter is to notify you that we were unable to process your scheduled Electronic Funds Transfer (EFT) on [Scheduled Date] in the amount of [Amount].

The transaction was unsuccessful due to the following reason: [Reason, e.g., Insufficient Funds / Account Closed / Incorrect Account Information].

As a result of this missed payment, your [Account/Service/Policy Name] is currently at risk of lapse or cancellation. To ensure your services remain active, please take the following actions immediately:

- **Step 1:** Remit the outstanding balance of [Amount] by [Due Date] via [Accepted Payment Method].
- **Step 2:** Verify and update your banking information through our online portal at [URL] or by calling [Phone Number].
- **Step 3:** Ensure sufficient funds are available for the next scheduled transfer on [Next Date].

If payment is not received by [Final Deadline], your [Service/Policy] will officially lapse effective [Lapse Date]. Reinstatement may require additional fees or a new application process.

If you have already made this payment, please disregard this notice. For assistance, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]
[Company Name]