Current Date: [Insert Date]

[Agency Official Name]
[Official Title]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

RE: Notice of Electronic Funds Transfer (EFT) Payment Lapse

Dear [Agency Official Name],

This letter is to formally notify you that a scheduled payment via Electronic Funds Transfer (EFT) was not received by our organization for the current billing cycle. Our records indicate that the payment was due on [Insert Due Date] in the amount of [Insert Amount].

Upon reviewing our accounts, we have confirmed that the funds have not been deposited. We request that your department investigates this lapse to determine if there was a processing error, a technical failure, or if updated banking information is required on your end.

To resolve this matter, please perform one of the following actions:

- Provide a transaction trace number or confirmation of the transfer.
- Resubmit the payment if the initial transfer failed.
- Contact our billing department if there is an issue with our current EFT profile.

We value our partnership with [Agency Name] and wish to ensure that all accounts remain current to avoid any disruption in services or late fees. Please provide an update regarding the status of this payment by [Insert Follow-up Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Phone Number]
[Your Email Address]