[Date]

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

Subject: Notice of Declined Payment - [Account/Invoice Number]

Dear [Customer Name],

This letter is to inform you that the credit card payment scheduled for [Date] in the amount of $[Amount] was declined by your financial institution.

We understand that issues like expired cards or updated billing addresses can occur. Please be advised that your account is currently within a [Number of Days]-day grace period. You have until [Grace Period End Date] to settle this balance without incurring late fees or a disruption in service.

To ensure your account remains in good standing, please update your payment information via one of the following methods:

- Online Portal: [Link to Website]
- Phone: [Phone Number]
- Alternative Method: [Description]

If you have already made a payment or believe this notice was sent in error, please disregard this letter or contact our support team.

Thank you for your prompt attention to this matter.

Sincerely,

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