Date: [Insert Date]

Subject: URGENT: Pending Cancellation Notice - Payment Declined

Dear [Customer Name],

This letter is to inform you that we were unable to process your recent credit card payment for your account [Account Number/Policy Number] due to a declined transaction.

As a result, your service/subscription is currently scheduled for cancellation on **[Cancellation Date]**. To avoid any interruption or loss of service, please update your payment information and settle the outstanding balance of **$[Amount Due]** immediately.

You can rectify this by:

- Logging into your online account at [Website URL].
- Calling our billing department at [Phone Number].
- Updating your credit card details via our mobile app.

If payment is received before the cancellation date, your account will remain active and no further action will be required.

If you have already made this payment, please disregard this notice.

Sincerely,

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