Date: [Insert Date]

To: [Recipient Name]
Account Number: [Insert Account Number]

Subject: Notice of Missed Electronic Funds Transfer (EFT)

Dear [Recipient Name],

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

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

Next Payment Attempt:

Please be advised that we will attempt to re-process this payment on **[Next Attempt Date]**. This amount may include any applicable late fees or returned item charges as per your agreement.

Action Required:

To avoid further failed attempts or service interruptions, please ensure that sufficient funds are available in your account by the date mentioned above. If you would prefer to make a payment using an alternative method, please contact us immediately.

If you have already addressed this issue or have made a manual payment, please disregard this notice.

If you have any questions, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

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