[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Company Name]
[Department, if applicable]
[Company Address]
[City, State, Zip Code]

Subject: Rescheduling of Missed Electronic Funds Transfer (EFT) - Account #[Your Account Number]

Dear [Recipient Name or Billing Department],

I am writing to formally acknowledge that I have missed the payment deadline and the subsequent grace period for my scheduled Electronic Funds Transfer (EFT) due on [Original Due Date]. The missed payment amount is $[Amount].

I apologize for this oversight. I would like to request to reschedule this transfer. I am prepared to authorize a one-time payment to cover the outstanding balance plus any applicable late fees on [New Proposed Date].

Please confirm if this proposed date is acceptable or if I need to take further action via your online portal or over the phone to process this payment manually. I have taken steps to ensure that future transfers occur on their scheduled dates without interruption.

Thank you for your understanding and assistance in resolving this matter.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]