

[Law Firm Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Re: Declined Credit Card Payment - Invoice #[Invoice Number]

Dear [Client Name],

We are writing to inform you that the credit card on file was declined when we attempted to process the payment for your monthly legal services invoice dated [Invoice Date] in the amount of \$[Amount].

Transaction Details:

Date: [Attempted Date]
Invoice Number: [Invoice Number]
Card Ending In: [Last 4 Digits of Card]

Please contact our office by [Date] to provide updated payment information or to arrange an alternative method of payment. You may also update your billing details through our secure online portal at [URL] if applicable.

Prompt payment is necessary to ensure the continued progress of your legal matter. If you have already resolved this issue or made a payment recently, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Billing Department]
[Law Firm Name]