

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notification of Declined Credit Card Transaction

Dear [Client Name],

This letter is to inform you that we were unable to process the credit card payment for your recent consultation held on [Date of Consultation]. Our records indicate that the transaction for the amount of \$[Amount] was declined by your financial institution.

To ensure your account remains in good standing, we kindly ask that you provide an alternative method of payment or contact your bank to resolve the issue. You may settle the outstanding balance by:

- Providing a different credit or debit card.
- Submitting payment via [Alternative Payment Method, e.g., PayPal/Check/Online Portal].
- Calling our office at [Phone Number] to process the payment over the phone.

Please remit payment within [Number] business days of receiving this notice. If you have already made a payment or believe this notice was sent in error, please disregard this letter or contact us to update our records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Billing Department Contact Information]