

[Your Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email Address]

[Date]

[Clerk of Court Name]

[Name of Court]

[Court Address]

[City, State, Zip Code]

Re: Authorization for Payment of Filing Fees - Declined Transaction

Case Name: [Case Name]

Case Number/Reference Number: [Number]

To the Clerk of the Court,

I am writing regarding the filing fees for the above-referenced case. We were notified that the initial credit card transaction for the amount of \$[Amount] was declined.

I hereby authorize the Court to process the filing fee using the updated/alternative payment information provided below:

- **Name on Card:** [Name]
- **Card Type:** [Visa/MasterCard/Amex/Discover]
- **Card Number:** [Card Number]
- **Expiration Date:** [MM/YYYY]
- **Security Code (CVV):** [Code]
- **Billing Zip Code:** [Zip Code]

Please apply this payment to the filing submitted on [Original Date of Filing] to ensure there is no lapse in the processing of these documents. Should you have any issues processing this transaction, please contact me immediately at [Phone Number].

Thank you for your assistance.

Sincerely,

[Signature]

[Printed Name]