

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Declined Credit Card Transaction

Dear [Customer Name],

We are writing to inform you that a recent attempt to process a payment using your credit card ending in [Last 4 Digits] was declined by your financial institution.

As a result, there is an outstanding balance of \$[Amount] on your account for [Invoice Number/Service Description].

Please update your payment information or provide an alternative method of payment as soon as possible to avoid any disruption to your services. You can update your details through our online portal or by calling our billing department at [Phone Number].

If you have already made a payment or believe this notification is in error, please disregard this letter or contact us to verify your account status.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Contact Information]