

[Your Name]  
[Your Organization]  
[Your Address]  
[Date]

[Recipient Name]  
[Recipient Address]

**Subject: Notification of Declined Payment for Mediation Services**

Dear [Recipient Name],

This letter is to inform you that the credit card payment submitted for the mediation costs regarding [Case Reference/Name] was declined by your financial institution.

**Transaction Details:**

Date of Attempt: [Date]

Amount: [Amount]

Transaction Reference: [Reference Number]

To avoid any delays in the mediation process, we request that you provide an alternative method of payment or contact your bank to resolve the issue. Please settle the outstanding balance by [Due Date].

You may provide payment via:

- New Credit Card
- Bank Wire Transfer
- Certified Check

If you have already resolved this matter, please disregard this notice. Thank you for your prompt attention to this payment.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Phone Number]