

**Date:** [Insert Date]

**To:** [Recipient Name]

**Address:** [Recipient Address]

**Account Number:** [Insert Account Number]

**Subject: Notification of Insufficient Funds for Settlement**

Dear [Recipient Name],

This letter is to formally notify you that we were unable to complete the scheduled settlement for your account on [Date of Attempted Transaction] due to insufficient funds.

**Transaction Details:**

- **Reference Number:** [Insert Number]
- **Attempted Amount:** [Insert Currency and Amount]
- **Shortfall Amount:** [Insert Amount Needed]

To ensure the successful processing of this settlement and to avoid potential service interruptions or late fees, please deposit the required funds into your account by [Insert Deadline Date/Time].

Once the funds have been deposited, please contact our support team at [Insert Phone Number] or reply to this email to trigger a manual retry of the settlement.

If you believe this notification has been sent in error, or if you have already initiated a transfer, please disregard this letter or provide us with the transaction confirmation details.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]