

# Payment Update Notification

Dear [Recipient Name],

We hope this message finds you well. This letter is to inform you about the status of your recent payment attempt for invoice #[Invoice Number].

Unfortunately, we were unable to process your payment due to [reason for non-processing, e.g., insufficient funds, incorrect payment details]. As a result, your payment of [amount] remains outstanding.

Please take a moment to review your payment information. We recommend checking the following:

- Ensure that all payment details are correct.
- Confirm that there are sufficient funds available.
- If using a credit card, verify that it is not expired.

If you have resolved the issue, please attempt to process the payment again at your earliest convenience. If you need assistance or further clarification, feel free to contact our billing department at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]