

## Follow-Up on Payment Failure

Dear [Client's Name],

I hope this message finds you well. We wanted to follow up regarding the recent failed payment attempt for Invoice #[Invoice Number] dated [Invoice Date]. The payment of [Amount Due] was not successfully processed on [Date of Attempt].

Please let us know if there were any issues on your end or if you require any assistance in processing this payment. We value your business and are here to help resolve any concerns you may have.

We kindly ask that you look into this matter at your earliest convenience. You can make the payment via [payment method(s) or link].

If you have already made the payment, please disregard this message. Otherwise, we would appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]