

# Request for Action on Payment Failure

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address an issue regarding a payment failure that occurred on [insert date of transaction]. The payment was intended for [insert purpose of payment], and despite following the necessary steps, I received a notification indicating that the transaction could not be processed.

As of now, I have verified with my bank that there are no issues on my end. Thus, I would appreciate your prompt attention to this matter so we can resolve it swiftly. Please provide any details regarding the reason for failure and the necessary steps I should take to rectify this situation.

Thank you for your assistance and I look forward to your response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name]

[Your Contact Information]