

# Payment Decline Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that a recent attempt to process your recurring charge of [Amount] on [Date] was declined.

Please review your payment information to ensure that it is current and accurate. You may need to update your credit card details or verify sufficient funds in your account.

To resolve this issue, please log in to your account at [Website Link] and follow the prompts to update your payment information.

If you have any questions or need assistance, feel free to contact our support team at [Customer Service Email/Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]