

Dear [Member's Name],

We hope this message finds you well. We are reaching out regarding an issue with your recurring payment for your membership renewal.

Unfortunately, we were unable to process your payment for the membership renewal scheduled on [Renewal Date]. This may be due to a change in payment information or insufficient funds.

Please review your payment details and ensure that everything is up-to-date. You can update your payment information by logging into your account or contacting our support team at [Support Email/Phone Number].

We value your membership and want to ensure you continue enjoying the benefits. If you have any questions or need assistance, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]