

Payment Error Notification

Dear [Recipient's Name],

I hope this message finds you well. We are writing to inform you of a payment issue that has occurred regarding your recent transaction with us dated [Transaction Date].

It appears that there was an error in processing your payment for the amount of [Amount]. After reviewing our records, we found that [brief description of the error, e.g., insufficient funds, wrong account number, etc.].

We kindly ask you to review your account and guide us on how you would like to proceed. If you have already addressed this issue, please disregard this message.

We appreciate your immediate attention to this matter and look forward to resolving this issue promptly. If you have any questions, feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

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