

Returned Payment Notification

Dear [Recipient's Name],

We hope this message finds you well. This is to inform you that we have received a returned payment for the following invoice:

Invoice Number: [Invoice Number]

Date of Invoice: [Invoice Date]

Amount: [Amount]

Unfortunately, the payment made on [Date of Payment] was returned due to [reason for return, e.g., insufficient funds, closed account, etc.].

We kindly ask you to review this matter and provide an updated payment at your earliest convenience. Please feel free to reach out if you need any assistance or clarification regarding this issue.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]