Your Name

Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

A serious matter has been reported to us about your recent payment. Yesterday you made a purchase of worth more than $1000. You paid the amount on your credit card. But unfortunately, the card wasn't approved. It was stated that your credit card was blocked by the bank.

You must go through some legal formalities to sort this out. But meanwhile, our payment is due at your end. So, we are enveloping a copy of your recent order along with the credit card details we found. Kindly send us payment through cash or in the form of a check at the address mentioned in the letter.

We believe that this could have been done mistakenly and you were not intended to make such delivery. Therefore, it would be great if you solve this issue as soon as you get our notice.

Sincerely,

Your Name

Title