

[Your Company Name]
[Your Business Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Notice of Insufficient Funds for Post-Dated Check #[Check Number]

Dear [Contact Person Name],

We are writing to formally notify you regarding the post-dated check we held for your account, details of which are listed below:

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Amount:** \$[Amount]
- **Invoice Number:** [Invoice Number]

Upon attempting to deposit this check on its effective date, it was returned by the bank marked as "Insufficient Funds" (NSF). Consequently, the balance for this transaction remains outstanding on your commercial account.

Please be advised that a returned check fee of \$[Fee Amount] has been applied to your account as per our standard credit terms. To resolve this matter, we request that you provide a replacement payment via wire transfer, ACH, or certified check no later than [Due Date].

Please contact our accounts receivable department at [Phone Number] or [Email Address] once the payment has been initiated so we can update your account status.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]