

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Address]

Contact Number: [Recipient Phone Number]

RE: FINAL WARNING - NOTICE OF DISHONORED POST-DATED CHECK

Dear [Recipient Name],

This letter serves as a formal and final warning regarding your post-dated check (PDC) described below, which was returned by the bank due to **Insufficient Funds / Account Closed:**

- **Check Number:** [Insert Check Number]
- **Check Date:** [Insert Check Date]
- **Bank Name:** [Insert Bank Name]
- **Amount:** [Insert Amount]

Despite our previous attempts to resolve this matter through [mention previous calls/emails], the balance remains unpaid. Your failure to maintain sufficient funds to cover the check you issued is a serious matter.

Please be advised that you are required to settle the full amount of **[Insert Total Amount Due, including any penalty fees]** in cash or via manager's check within **[Insert Number, e.g., 3]** business days from the receipt of this letter.

Failure to settle this obligation within the specified timeframe will leave us with no choice but to pursue formal legal action to protect our interests. This may include, but is not limited to, filing a criminal complaint for **[Insert Local Law/Act Name, e.g., Bouncing Checks Law]** and/or a civil suit for collection of sum of money.

We urge you to give this matter your immediate attention to avoid the costs and inconvenience of litigation.

Regards,

[Your Name/Signature]

[Your Title/Position]

[Your Company Name]