

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: NOTICE OF DISHONORED CHECK (FIRST NOTICE)**

Dear [Recipient Name],

This letter serves as formal notification that the post-dated check listed below was returned by your financial institution marked "Insufficient Funds" (NSF).

**Check Details:**

Check Number: [Check Number]  
Check Date: [Date on Check]  
Amount: \$[Amount]

We understand that oversights can occur with post-dated payments. However, we request that you rectify this matter immediately by providing payment in the amount of \$[Amount], plus a returned check fee of \$[Fee Amount], for a total of \$[Total Amount].

Please provide the replacement funds via cash, cashier's check, or money order within [Number] business days of receiving this notice to ensure your account remains in good standing.

Please contact us at [Phone Number] if you have any questions or if you have already sent the replacement payment.

Sincerely,

[Your Name/Signature]  
[Your Title]