

DATE: [Insert Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED POST-DATED CHECK

Dear [Debtor Name],

This letter serves as formal notice regarding the post-dated check listed below, which was returned by your financial institution marked "Insufficient Funds" (NSF):

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

The issuance of a check without sufficient funds is a serious matter. Under applicable laws, you are required to make this check good immediately. We demand that you pay the full face value of the check, plus a returned check fee of \$[Insert Fee Amount], for a total of **\$\$[Insert Total Amount]**.

Please deliver the total amount in **cash, cashier's check, or money order** to our office within [Insert Number, e.g., 5 or 10] business days from the date of this letter.

Failure to settle this debt within the specified timeframe will leave us with no choice but to pursue further legal action. This may include filing a civil lawsuit for the amount owed, plus interest and legal fees, or reporting this matter to the local authorities for criminal prosecution under bad check statutes.

We trust you will give this matter your immediate attention to avoid further costs and legal consequences.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Address]