

Date: [Insert Current Date]

To:

[Name of Payor]

[Address line 1]

[Address line 2]

RE: NOTICE OF DISHONORED POST-DATED CHECK

Dear [Name of Payor],

This letter serves as formal notice that the post-dated check described below was returned by our financial institution unpaid due to **Insufficient Funds (NSF)**.

Check Details:

Check Number: [Insert Check Number]

Check Date: [Insert Date on Check]

Check Amount: \$[Insert Amount]

The check was presented for payment on or after the date indicated on the instrument, but was declined by your bank.

Please be advised that you are required to settle this balance immediately. We request that you provide payment in the amount of \$[Insert Amount] plus a returned check fee of \$[Insert Fee Amount] for a total of **\$[Insert Total Amount]**.

Payment must be made via cash, cashier's check, or money order within [Number of Days] days of the date of this letter to avoid further action.

Please contact our office at [Your Phone Number] to confirm when the payment will be delivered.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Contact Information]