

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

[Date]

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

**RE: Notice of Returned Post-Dated Check**

Dear [Customer Name],

This letter is to inform you that your post-dated check, details of which are listed below, was returned by your financial institution due to Insufficient Funds (NSF).

**Check Details:**

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

As a result of this returned item, a returned check fee of \$[Fee Amount] has been applied to your account. The total amount now due is \$[Total Amount].

Please provide payment for the total balance by [Due Date] using one of the following methods: cash, certified check, or money order. Do not send another personal check for this balance.

If you have already sent a replacement payment, please disregard this notice. Otherwise, please contact us at [Phone Number] immediately to resolve this matter.

Sincerely,

[Your Name/Signature]  
[Your Title]