

[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 and Fee Assessment

Dear [Recipient Name],

This letter is to inform you that the check we received from you has been returned by the bank unpaid due to [Reason, e.g., Insufficient Funds].

Check Details:

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

As a result of this returned item, a returned check fee of \$[Fee Amount] has been assessed to your account. This fee is in accordance with our payment policy and is necessary to cover the administrative costs and bank charges we incurred.

Total Amount Now Due: \$[Total Amount]

Please provide payment for the total amount listed above within [Number] days of the date of this letter. We request that this payment be made via [Accepted Payment Methods, e.g., Cash, Money Order, or Certified Check].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]