

[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

Dear [Recipient Name],

This letter is to inform you that check number [Check Number], dated [Check Date], in the amount of \$[Amount], made payable to [Payee Name], was returned by your financial institution, [Bank Name], marked "Insufficient Funds" or "Account Closed."

As a result, the balance remains unpaid. In addition to the original amount of the check, a returned check fee of \$[Fee Amount] has been assessed to your account, bringing the total amount due to \$[Total Amount].

Please remit the total amount due within [Number] days of the date of this letter. Payment must be made via certified check, money order, or cash. Please do not send another personal check.

Please send your payment to the following address:

[Payment Address]
[City, State, Zip Code]

If you have already sent the payment or believe this is an error, please contact us immediately at [Phone Number] to resolve this matter. Failure to clear this debt may result in further legal action.

Sincerely,

[Your Name/Signature]
[Your Title]