

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Dishonored Check

Dear [Recipient Name],

This letter is to inform you that the check you presented to [Your Company Name] has been returned by the bank unpaid.

Transaction Details:

- **Check Number:** [Check Number]
- **Date of Check:** [Date on Check]
- **Check Amount:** \$[Amount]
- **Reason for Return:** [e.g., Non-Sufficient Funds / Account Closed]

As a result of this failed transaction, your account is currently past due. In addition to the original amount, a returned check fee of \$[Fee Amount] has been applied to your balance, bringing the total amount due to **\$(Total Amount)**.

Please provide payment for the total amount within [Number of Days] days of the date of this letter. We request that payment be made via certified check, money order, or credit card to ensure the balance is cleared immediately.

If you have already sent a replacement payment, please disregard this notice. Otherwise, please contact our office at [Phone Number] or [Email Address] to resolve this matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Company Name]