

DATE: [Date]

TO:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: FINAL NOTICE - RETURNED CHECK #[Check Number]

Dear [Recipient Name],

This letter serves as formal and final notification that your check number [Check Number], dated [Check Date], in the amount of \$[Amount] was returned by your financial institution marked "Insufficient Funds" or "Account Closed."

To date, we have not received a replacement payment for this balance. To resolve this matter, you are required to pay the following total amount immediately:

- Original Check Amount: \$[Amount]
- Returned Check Fee: \$[Fee Amount]
- **TOTAL DUE: \$[Total Amount]**

Please submit payment in the form of **cash, cashier's check, or money order**. Personal checks will no longer be accepted for this balance.

Payment must be received at our office no later than [Deadline Date]. Failure to remit payment by this deadline will result in further action, which may include referring your account to a collection agency or initiating legal proceedings to recover the debt and associated costs.

Please govern yourself accordingly.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Address]