

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Dishonored Check

Dear [Recipient Name],

This letter is to inform you that the check you provided to [Company Name] has been returned by the bank unpaid for the following reason: [Reason for Return, e.g., Insufficient Funds].

Check Details:

Check Number: [Check Number]

Check Date: [Check Date]

Check Amount: \$[Amount]

As a result, your account remains unpaid. Additionally, 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 this payment be made via cash, money order, or certified check to ensure the balance is cleared.

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

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]