

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK

Dear [Recipient Name],

This letter serves as formal notice that check number [Check Number], dated [Date on Check], in the amount of \$[Amount], made payable to [Your Name/Company Name], was returned by [Bank Name] marked "Insufficient Funds" or "NSF."

I demand that you make payment in full for the face value of the check, plus a returned check fee of \$[Fee Amount], for a total of \$[Total Amount Due].

Please provide payment in the form of cash, cashier's check, or money order within [Number of Days] days of the date of this letter. Payment should be sent to the following address:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

Failure to rectify this matter within the specified timeframe may result in further legal action, including filing a claim in small claims court or reporting this matter to local law enforcement.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]