

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[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 listed below has been returned by the bank marked "Non-Sufficient Funds" (NSF).

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]

As a result, your account with us remains unpaid. Additionally, per our policy, a returned check fee of \$[Fee Amount] has been applied to your balance.

**Total Amount Due: \$[Total Amount]**

Please provide payment for the total amount due within [Number] business days. We request that this payment be made via cash, money order, or certified check to ensure immediate processing.

If you have already sent the payment or if you believe this is an error on the part of your financial institution, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]  
[Your Title]