

[Company Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Date]

[Recipient Name]
[Customer Company Name]
[Customer Address Line 1]
[Customer Address Line 2]

RE: Notice of Insufficient Funds - Check #[Check Number]

Dear [Recipient Name],

This letter is to inform you that we have received notification from our financial institution that your check number [Check Number], dated [Date on Check], in the amount of \$[Amount] was returned due to non-sufficient funds (NSF).

As a result, your account with [Company Name] is currently past due. In addition to the original balance, a returned check fee of \$[Fee Amount] has been applied to your account as per our payment terms.

Please provide a replacement payment for the total amount of \$[Total Amount Due] by [Due Date]. To ensure immediate processing, we request that this payment be made via one of the following methods:

- Certified Check
- Money Order
- Credit Card
- Wire Transfer

Please contact our billing department at [Phone Number] or [Email Address] once the payment has been sent, or if you have any questions regarding this matter.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]
[Your Title]
[Company Name]