

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Insufficient Funds

Dear [Customer Name],

This letter is to inform you that we recently attempted to process a payment in the amount of \$[Amount] for [Description of Service/Invoice Number]. However, the payment was returned by your financial institution due to insufficient funds.

As a result, your account currently shows an outstanding balance of \$[Total Amount Due], which includes a returned check fee of \$[Fee Amount].

Please provide payment in full by [Due Date] to avoid further action or a disruption in service. You may remit payment via the following methods:

- [Payment Method 1]
- [Payment Method 2]
- [Payment Method 3]

If you have already sent this payment, please disregard this notice. If you believe this notice was sent in error, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]