

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Notice of Insufficient Funds and Overdraft Penalty

Dear [Recipient Name],

This letter is to formally notify you that the payment submitted on [Date] in the amount of \$[Amount] via [Check Number/Transaction Method] has been returned by the bank due to insufficient funds.

As a result of this failed transaction, your account has incurred an overdraft penalty/returned item fee of \$[Fee Amount].

To resolve this matter, please provide a total payment of \$[Total Amount Due] no later than [Due Date]. This total includes the original payment amount plus the aforementioned penalty fee.

Please make the payment using one of the following methods:

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

Failure to settle this balance promptly may result in further action or the suspension of services. If you have already sent the funds or believe this notice was sent in error, please contact us immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]