

**Date:** [Date]

**To:**

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: NOTICE OF INSUFFICIENT FUNDS**

Dear [Recipient Name],

This letter is to inform you that the check listed below was returned by the bank due to insufficient funds.

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

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

Please provide payment for the total amount of \$[Total Amount Due] by [Due Date]. We request that this payment be made via cash, money order, or certified check to ensure immediate processing.

Please contact us at [Phone Number] or [Email Address] if you have any questions regarding this matter.

Sincerely,

[Your Name]

[Your Company Name]

[Your Phone Number]