

Date: [Date]

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

Subject: Notice of Account Restriction - Returned Check

Dear [Customer Name],

We are writing to inform you that a check recently submitted to your account [Account Number] has been returned by the bank marked as "Non-Sufficient Funds" (NSF).

Transaction Details:

- Check Number: [Check Number]
- Amount: \$[Amount]
- Date Processed: [Date]

As a result of this returned item, a returned check fee of \$[Fee Amount] has been charged to your account. Furthermore, due to our company policy regarding bounced checks, your account privileges have been temporarily restricted. This restriction includes [List restrictions, e.g., suspension of credit terms or inability to pay by check].

To resolve this matter and restore your account status, please provide a replacement payment in the amount of \$[Total Amount Due] via [Accepted Payment Method, e.g., Cashier's Check, Cash, or Credit Card] by [Due Date].

Once the full payment has been received and cleared, we will review your account for the removal of these restrictions.

If you have any questions, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]
[Company Name]