

[Company Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email]

[Date]

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

RE: Notice of Non-Sufficient Funds (NSF)

Dear [Recipient Name],

Please be advised that the check/payment listed below was recently returned by your financial institution marked as "Non-Sufficient Funds" (NSF).

**Payment Details:**

Check Number: [Check Number]  
Payment Date: [Date]  
Amount: \$[Amount]

As a result of this returned payment, your account is now past due. Additionally, a returned check fee of \$[Fee Amount] has been applied to your account balance.

To keep your commercial account in good standing, please provide a replacement payment for the total amount of \$[Total Amount Due] by [Due Date]. We request that this payment be made via certified check, money order, or wire transfer.

Please contact our accounting department at [Phone Number] if you have any questions or to confirm that payment has been sent.

Thank you for your prompt attention to this matter.

Sincerely,

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