

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Dishonored Check

Dear [Recipient Name],

This letter is to inform you that check number [Check Number], dated [Date of Check], in the amount of \$[Amount] was returned to us by your financial institution marked "Non-Sufficient Funds" (NSF).

We understand that errors can happen, and as this is your first occurrence, we would like to resolve this matter quickly. Please provide payment for the amount of the check, plus a returned check fee of \$[Fee Amount], no later than [Due Date].

Payment can be made via [Cash / Money Order / Certified Check] at our office located at [Your Address].

Please contact us at [Phone Number] or [Email Address] if you have any questions regarding this notice or if payment has already been sent.

Sincerely,

[Your Name / Company Name]

[Title]