

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Returned Check - [Check Number]

Dear [Customer Name],

This letter is to inform you that your check number [Check Number], dated [Check Date], in the amount of \$[Amount] has been returned by your bank unpaid due to [Reason, e.g., Insufficient Funds].

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

Please provide payment for the total amount due as shown below:

- Original Check Amount: \$[Amount]
- Returned Check Fee: \$[Fee Amount]
- **Total Amount Due: \$[Total]**

Please remit the total amount by [Due Date] to avoid further action. We request that this payment be made via cash, money order, or certified check.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]