

[Date]

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

Subject: Notice of Unpaid Item and Fee Assessment

Dear [Customer Name],

This letter is to inform you that a payment submitted to [Company Name] was returned by your financial institution unpaid.

Transaction Details:

- Date of Transaction: [Date]
- Reference/Check Number: [Number]
- Amount of Item: \$[Amount]
- Reason for Return: [e.g., Insufficient Funds/Account Closed]

As a result of this returned item, a late/returned item fee of \$[Fee Amount] has been assessed to your account in accordance with our terms of service.

Total Amount Due: \$[Total Amount]

Please provide payment for the total amount due by [Due Date] to ensure your account remains in good standing. We accept the following payment methods: [List Payment Methods].

If you have already sent a replacement payment, please disregard this notice. If you believe this assessment is in error or if you have any questions, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]