

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

[Date]

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

**RE: NOTICE OF DISHONORED CHECK**

Dear [Recipient Name],

This letter is to inform you that 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. In addition to the original amount of the check, there is a returned item fee of \$[Fee Amount], bringing the total balance due to \$[Total Amount].

Please provide payment for the total amount within [Number] days of receiving this notice. We request that payment be made via cash, money order, or certified check to ensure the balance is cleared.

Please send payment to the following address:

[Your Name/Company Name]  
[Mailing Address for Payment]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]