

[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 the check you provided on [Date of Check], in the amount of \$[Amount], has been returned by your financial institution marked "Insignificant Funds" (NSF).

As a result, the balance of \$[Amount] remains outstanding on your account. Additionally, a returned item fee of \$[Fee Amount] has been applied to your balance, bringing the total amount due to \$[Total Amount Due].

Please provide payment for the total amount due within [Number of Days] days of the date of this letter. We accept payment via [Cash, Money Order, or Certified Check].

Please remit your payment to the following address:

[Payment Mailing Address]

If you have already sent the payment or feel this notice was sent in error, please contact our office immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]  
[Your Title]