

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

[Date]

[Recipient Name]
[Recipient Title]
[Debtor Company Name]
[Address]
[City, State, Zip Code]

RE: NOTICE OF DISHONORED PAYMENT

Dear [Recipient Name],

This letter serves as formal notice that the payment submitted for Invoice(s) #[Invoice Number(s)] has been returned by the financial institution marked as unpaid due to [Reason: e.g., Insufficient Funds / Account Closed / Stop Payment].

Payment Details:

Check/Reference Number: [Number]
Payment Date: [Date]
Payment Amount: \$[Amount]

As a result of this dishonored payment, your account is now considered past due. In addition to the original balance, a returned payment fee of \$[Fee Amount] has been applied to your account, as per our standard terms of service.

Total Amount Now Due: \$[Total Amount]

Please provide replacement funds in the form of a certified check, wire transfer, or credit card payment within [Number] business days of the date of this letter to avoid further collection actions or a disruption in services.

If you have already sent a replacement payment, please disregard this notice. Otherwise, please contact our accounts department immediately at [Phone Number] to confirm your payment arrangements.

Sincerely,

[Your Name]
[Your Title]