

**Date:** [Insert Date]

**To:** [Recipient Name]

**Address:** [Recipient Address]

**City, State, Zip:** [City, State, Zip Code]

**RE: NOTICE OF DISHONORED CHECK AND BREACH OF AGREEMENT**

Dear [Recipient Name],

This letter serves as formal notification that the check you provided has been returned by the bank unpaid due to [Insufficient Funds / Account Closed / Stop Payment].

**Check Details:**

Check Number: [Insert Check Number]

Check Date: [Insert Check Date]

Check Amount: \$[Insert Amount]

The return of this payment constitutes a breach of the agreement dated [Insert Agreement Date] regarding [Insert Purpose of Agreement/Payment]. Under the terms of our agreement, you are required to provide valid payment for services or goods rendered.

To remedy this breach, you are required to pay the original amount of \$[Insert Amount], plus a returned check fee of \$[Insert Fee Amount], for a total balance due of **\$[Insert Total Amount]**.

Please remit the total amount via certified funds (cashier's check or money order) within [Number] days of the date of this letter. Failure to rectify this matter immediately may result in further legal action, including the termination of our agreement and collection proceedings.

Please contact us at [Your Phone Number] if you have any questions.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Company Name]