

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: Notice of Dishonored Check and Broken Payment Arrangement

Dear [Customer Name],

This letter is to inform you that the check used for your scheduled payment arrangement has been returned by your financial institution marked "Insignificant Funds" (or "Account Closed").

Check Details:

Check Number: [Check Number]

Date of Check: [Check Date]

Amount: \$[Amount]

Because this payment failed, your current payment arrangement is now considered broken and void. To bring your account back into good standing and avoid further collection actions or service interruptions, you are required to pay the following amount immediately:

- Original Payment Amount: \$[Amount]
- Returned Check Fee: \$[Fee Amount]
- **Total Due: \$[Total Amount]**

Please remit this total amount via certified funds (money order, cashier's check, or credit card) no later than [Due Date]. We will no longer accept personal checks for this balance.

Please contact our office at [Phone Number] immediately to confirm your payment or to discuss this matter.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]