

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

[Date]

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

RE: Returned Check for Account #[Account Number]

Dear [Recipient Name],

This letter is to inform you that the check you provided for your payment arrangement, check number #[Check Number] in the amount of \$[Amount], was returned by your financial institution marked "Insignificant Funds" (NSF).

As a result, your current payment arrangement is now considered defaulted. To remain in good standing and avoid further collection actions or the cancellation of services, you must provide a replacement payment immediately.

Please remit the following balance within [Number] days:

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

Please note that we will only accept a certified check, money order, or credit card payment to resolve this balance. We will no longer accept personal checks for this account.

If you have any questions regarding this matter, please contact our office at [Phone Number] immediately.

Sincerely,

[Your Name/Signature]
[Your Title]