

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

[Date]

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

RE: IMMEDIATE ACTION REQUIRED - NOTICE OF RETURNED CHECK

Dear [Recipient Name],

This letter is to formally notify you that your check number [Check Number], dated [Date on Check], in the amount of \$[Amount] has been returned by your bank unpaid due to [Reason, e.g., Insufficient Funds].

As a result, your account with us remains unpaid and is currently past due. In addition to the original amount of the check, a returned check fee of \$[Fee Amount] has been applied to your balance as per our policy.

Total Amount Due: \$[Total Amount]

Please provide payment for the total amount immediately. To resolve this matter, we require payment to be made via one of the following methods:

- Cashier's Check
- Money Order
- Cash (in person only)
- Credit/Debit Card

Please remit payment no later than [Deadline Date] to avoid further collection actions or the suspension of your services/account.

If you have already sent the replacement funds, please disregard this notice. If you have any questions, please contact our office immediately at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company Name]