

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK

Dear [Customer Name],

This letter is to inform you that your check number #[Check Number] in the amount of \$[Amount], dated [Check Date], has been returned by your bank marked "Insufficient Funds" or "Account Closed."

This payment was submitted following our previous agreement regarding your outstanding balance. Because this check was not honored, your account is now considered in default of that agreement.

Please provide payment for the face value of the check, plus a returned check fee of \$[Fee Amount], for a total of \$[Total Amount Due]. We require this payment to be made via certified check, money order, or cash within [Number] days of the date of this letter.

Please remit payment to:

[Company Name]

[Payment Address]

[City, State, Zip Code]

Failure to rectify this matter immediately may result in further collection action or the loss of future payment privileges. If you have already sent the replacement funds, please disregard this notice.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]

[Phone Number]