

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK / BROKEN PROMISE TO PAY

Dear [Recipient Name],

This letter serves as formal notice regarding the payment you submitted on [Date] in the amount of \$[Amount] via [Check Number/Payment Method] for [Reason for Payment/Invoice Number].

Your payment was returned by the financial institution marked "Insufficient Funds." On [Date], you promised to rectify this balance by [Date of Promise], yet we have not received the cleared funds as agreed. This constitutes a broken promise to pay and a breach of your financial obligation.

Demand is hereby made for the following:

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

Please remit the Total Amount Due in **certified funds (cashier's check or money order)** to the address listed above within [Number] days of the date of this letter.

Failure to fulfill this promise and settle this debt immediately will leave us no choice but to pursue further legal action, which may include filing a claim in small claims court, reporting this default to credit bureaus, or referring this matter to a collection agency. Any costs associated with these actions will be added to your balance.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]