

URGENT NOTICE: RETURNED CHECK / FORMAL DEMAND FOR PAYMENT

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Returned Check #[Check Number] in the amount of \$[Amount]

Dear [Recipient Name],

This letter serves as formal notification that your check number [Check Number], dated [Date on Check], in the amount of \$[Amount] made payable to [Your Company Name], was returned by your financial institution marked "Insufficient Funds" or "Account Closed."

As of this date, the balance remains unpaid. To resolve this matter immediately, you are required to remit the original amount plus a returned check fee of \$[Fee Amount], for a total payment of **\$(Total Amount)**.

Please provide payment in the form of a **certified check, cashier's check, or cash** to the following address within [Number, e.g., 5] business days:

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Failure to clear this debt within the specified timeframe will result in further collection action. This may include, but is not limited to, referring this matter to a professional collection agency, reporting the delinquency to credit bureaus, or pursuing legal action to the fullest extent of the law.

Please give this matter your immediate attention to avoid further costs and legal complications.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Phone Number]