

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

[Date]

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

Subject: FIRST NOTICE OF DISHONORED CHECK

Dear [Recipient Name],

This letter is to formally notify you that the check listed below has been returned by the bank marked "Insufficient Funds" or "Account Closed."

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]

As a result, your account remains unpaid. In addition to the original amount of the check, there is a returned check fee of \$[Fee Amount], bringing the total balance due to \$[Total Amount].

Please provide payment for the total amount within [Number] days of receiving this notice. We request that payment be made via cash, money order, or certified check to ensure the balance is cleared.

If you have already sent payment or believe this notice is in error, please contact our office immediately at [Phone Number] to resolve the matter.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]