

[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

Dear [Recipient Name],

This letter is to inform you that the check you provided on [Date of Check] in the amount of \$[Amount] (Check No. [Check Number]) was returned by your financial institution unpaid due to Insufficient Funds (NSF).

As a result, your account with us remains unpaid. Additionally, per our policy, a returned check fee of \$[Fee Amount] has been applied to your balance.

Please provide payment for the total amount due of \$[Total Amount] by [Due Date]. We request that this payment be made via cash, money order, or certified check to ensure the balance is cleared immediately.

If you have already sent a replacement payment, please disregard this notice. Otherwise, please contact us at [Phone Number] to confirm when we can expect your payment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]