

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK - CLOSED ACCOUNT

Dear [Debtor Name],

This letter serves as formal notice that check number **[Check Number]**, dated **[Check Date]**, in the amount of **[\$Amount]**, made payable to **[Your Name/Company Name]**, was returned by the bank unpaid.

The reason provided by the financial institution for the return of this check is: **ACCOUNT CLOSED.**

This check was issued as payment for [Description of Goods or Services]. Since the account was closed at the time the check was processed, this balance remains outstanding and is now past due.

In addition to the original amount of the check, a returned check fee of **[\$Fee Amount]** is now due, bringing the total balance to **[\$Total Amount]**.

Please remit the total amount of **[\$Total Amount]** within [Number of Days, e.g., 10] days of the date of this letter. Payment must be made via certified funds (cashier's check or money order) or cash to ensure immediate clearance.

Failure to resolve this matter promptly may result in further collection efforts or legal action to recover the debt.

Please send payment to the following address:

[Your Name/Company Name]

[Your Mailing Address]

[City, State, Zip Code]

If you have already sent payment, please disregard this notice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]