

[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 (CLOSED ACCOUNT)

Dear [Recipient Name],

This letter serves as formal notice that the check described below has been returned by our financial institution unpaid, marked as "**Account Closed.**"

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]
- **Reason for Return:** Account Closed

Because the account was closed at the time the check was presented, this matter requires your immediate attention. Please be advised that passing a check on a closed account may carry legal implications under state law.

To resolve this default, please remit the total amount of **[\$Amount]** plus a returned check fee of **[\$Fee Amount]**, for a total payment of **[\$Total Amount Due]**.

Payment must be made via **certified check, cashier's check, or cash**. We will no longer accept personal or business checks from you for this balance. Payment must be received at our office within [Number, e.g., 10] business days from the date of this letter.

Failure to resolve this matter within the specified timeframe may result in further action, including referral to a collection agency or legal proceedings to recover the debt and associated costs.

Please contact us immediately at [Phone Number] to confirm when payment will be delivered.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]