

Date: [Current Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK

Dear [Recipient Name],

This letter serves as formal notice that check number [Check Number], dated [Date on Check], in the amount of \$[Amount], payable to [Your Name/Company Name], was returned by your financial institution, [Bank Name].

The check was returned unpaid for the following reason: **ACCOUNT CLOSED**.

Since the account is closed, we request that you make payment in full for the face value of the check, plus a returned check fee of \$[Fee Amount], for a total amount of \$[Total Amount Due].

Please remit payment within [Number of Days] days of the date of this notice. Payment must be made via cash, cashier's check, or money order. Personal checks will not be accepted for this reimbursement.

Please send the payment to the following address:

[Your Name/Company Name]

[Your Mailing Address]

[City, State, Zip Code]

Failure to resolve this matter promptly may result in further legal action to recover the funds owed.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]