

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

[Date]

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

**RE: NOTICE OF RETURNED CHECK FOR CLOSED ACCOUNT**

Dear [Recipient Name],

This letter is to inform you that check number #[Check Number], dated [Date on Check], in the amount of \$[Amount], has been returned by your financial institution. The reason provided for the return is: **ACCOUNT CLOSED**.

Because the account is closed, we were unable to process your payment for [Invoice Number or Description of Services].

Please provide a replacement payment in the form of cash, cashier's check, or money order within [Number] business days. In addition to the original amount, a returned check fee of \$[Fee Amount] is now due, bringing the total balance to \$[Total Amount].

Please send the total payment to the address listed above. If you have already sent a replacement payment, please disregard this notice.

Sincerely,

[Your Signature]  
[Your Printed Name]