

[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 listed below, which was submitted as payment for [Reason for Payment/Invoice Number], has been returned by your financial institution unpaid.

**Check Details:**

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

Issuing a check on a closed account is a serious matter. We request that you rectify this situation immediately by providing payment in full, plus a returned check fee of \$[Fee Amount], totaling **\$(Total Amount Due)**.

Payment must be made via certified funds (Cashier's Check, Money Order, or Cash) and delivered to our office no later than [Deadline Date].

Failure to provide the total amount due by the specified date will leave us with no choice but to pursue further legal action, which may include reporting this matter to law enforcement or filing a claim in civil court.

Please govern yourself accordingly.

Sincerely,

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