

[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 check number **[Check Number]**, dated **[Date on Check]**, in the amount of **[\$Amount]**, was returned by your financial institution unpaid and marked **"Account Closed."**

Passing a check on a closed account is a serious matter. We demand that you provide payment in full for the amount of the check, plus a returned check fee of **[\$Fee Amount]**, for a total of **[\$Total Amount Due]**.

Please provide payment in the form of **cash, cashier's check, or money order** to our office no later than **[Deadline Date, e.g., 5 days from receipt]**.

Failure to settle this debt immediately will leave us with no choice but to pursue further legal action, which may include reporting this matter to local law enforcement or filing a claim in civil court. Such actions may result in additional court costs, attorney fees, and statutory damages.

Please govern yourself accordingly.

Sincerely,

[Your Signature]  
[Your Printed Name]