

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your 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], made payable to [Your Name/Company Name], was returned by [Bank Name] unpaid.

The bank indicated that the check was dishonored because the account has been **CLOSED**. Under applicable state laws, passing a check on a closed account may be considered a serious legal matter.

We demand that you replace this dishonored check with guaranteed funds (cash, cashier's check, or money order) within [Number, e.g., 5] business days from the date of this letter. Please include a returned check fee of \$[Fee Amount] as permitted by law, bringing the total amount due to \$[Total Amount].

Please deliver the payment to the following address:

[Payment Address/Instructions]

Failure to rectify this matter immediately will leave us with no choice but to pursue further legal action, which may include filing a civil lawsuit or reporting this matter to local law enforcement authorities.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]