

[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

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 [Payee Name], was returned by [Bank Name] unpaid due to [Reason: e.g., Insufficient Funds/Account Closed].

Pursuant to [State] law, demand is hereby made for payment of the full amount of the check plus a statutory service charge of \$[Amount of Fee].

Total Amount Due: \$[Total Amount]

Please remit the total amount due within [Number, e.g., 10 or 30] days of the date of this notice. Payment must be made by cash, certified check, or money order. Please deliver or mail payment to the address listed at the top of this letter.

Failure to resolve this matter within the specified timeframe may result in further legal action to recover the amount of the check, service fees, and any additional court costs or damages permitted by law.

Sincerely,

[Your Signature]

[Your Printed Name]