

DATE: [Insert Date]

TO:

[Name of Recipient]

[Street Address]

[City, State, Zip Code]

RE: NOTICE OF RETURNED CHECK AND DEMAND FOR PAYMENT

Dear [Recipient Name],

This letter serves as formal notice that the following instrument has been returned by your financial institution unpaid:

- **Check/Instrument Number:** [Insert Number]
- **Date of Instrument:** [Insert Date]
- **Original Amount:** \$[Insert Amount]
- **Reason for Return:** [e.g., Insufficient Funds / Account Closed]

Pursuant to [Insert Applicable State Statute/Law], demand is hereby made for the payment of the full amount of the instrument listed above, plus a statutory surcharge (returned check fee) in the amount of \$[Insert Fee Amount].

Total Amount Due: \$[Insert Total Amount]

Please remit the total amount due within [Insert Number, e.g., 10 or 30] days from the date of this notice. Payment must be made via certified funds (cashier's check or money order) and delivered to the address listed below:

[Your Name/Company Name]

[Your Payment Address]

[City, State, Zip Code]

Failure to resolve this matter within the specified timeframe may result in further legal action, which may include the assessment of additional court costs, attorney fees, or the referral of this matter to local law enforcement or a collection agency.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]