

URGENT NOTICE: DEMAND FOR PAYMENT

Date: [Insert Date]

To:

[Recipient Name / Business Name]

[Recipient Address]

[City, State, Zip Code]

Re: Returned Check #[Insert Check Number]

Dear [Recipient Contact Person],

This letter serves as formal notice that the check you issued to [Your Company Name] on [Date of Check] in the amount of \$[Amount] was returned by our financial institution marked "[Reason, e.g., Insufficient Funds / Account Closed]."

To resolve this matter, we demand that you remit the total balance due, plus a returned check fee of \$[Amount of Fee], for a total payment of **\$(Total Amount Due)**.

Please provide payment via certified check, cashier's check, or money order within [Number] business days of the date of this letter. Payment should be sent to the following address:

[Your Company Name]

[Your Payment Address]

[City, State, Zip Code]

Failure to settle this debt within the specified timeframe will result in further action, which may include reporting this incident to credit agencies, referring the matter to a collection agency, or initiating legal proceedings to recover the balance, interest, and any applicable legal fees.

We expect your immediate attention to this matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Phone Number]

[Your Email Address]