

FINAL DEMAND FOR PAYMENT

Date: [Insert Date]

To: [Name of Debtor/Company]

Address: [Address of Debtor]

RE: NOTICE OF DISHONORED CHECK

Dear [Name of Contact Person],

This letter serves as formal notice that the following check has been returned by the bank unpaid:

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

Demand is hereby made for the full payment of the amount stated above, plus a returned check fee of \$[Insert Fee Amount], totaling **\$(Insert Total Amount)**.

Payment must be made in the form of a cashier's check, certified funds, or money order. Please deliver this payment to our office at the address below no later than [Insert Number of Days, e.g., 5] business days from the date of this letter.

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

Please govern yourself accordingly.

Sincerely,

[Your Name/Signature]

[Your Company Name]

[Your Phone Number]

[Your Address]