

Date: [Insert Date]

TO:

[Recipient Name/Business Name]

[Recipient Address]

[City, State, Zip Code]

FROM:

[Your Name/Business Name]

[Your Address]

[City, State, Zip Code]

RE: FINAL RESOLUTION - DISHONORED CHECK #[Insert Check Number]

Dear [Recipient Contact Person],

This letter serves as formal notice regarding the check payment received by our office on [Date], in the amount of \$[Amount], which was returned by the bank marked "Insufficient Funds" (or "Account Closed/Stop Payment").

Our records indicate that despite previous attempts to resolve this matter, the balance remains unpaid. This is your final opportunity to settle this debt before further action is taken.

To resolve this matter immediately, please provide the following:

- The original check amount: \$[Amount]
- Returned check fee: \$[Fee Amount]
- **TOTAL DUE: \$[Total Amount]**

Payment must be made in the form of a **Cashier's Check or Money Order**. We will no longer accept business or personal checks for this transaction.

Please deliver payment to our office no later than [Insert Deadline Date]. Failure to settle this balance by the specified date may result in the referral of this account to a collection agency or the initiation of legal proceedings to recover the funds, which may include additional court costs and interest.

If you have already sent payment, please disregard this notice and contact us immediately to confirm receipt.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]