

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Dishonored Check

Dear [Recipient Name],

This letter serves as formal notice that a check received from your company has been returned by the bank unpaid.

Check Details:

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

As a result of this returned check, your account is currently past due. In addition to the original amount of the check, a returned check fee of \$[Amount] has been applied to your balance, bringing the total amount due to \$[Total Amount].

Please provide payment for the total amount within [Number] business days of the date of this letter. We request that payment be made via certified check, money order, or credit card to ensure immediate clearance.

If you have already sent a replacement payment, please disregard this notice. Otherwise, please contact us immediately at [Phone Number] to confirm when we can expect to receive the funds.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]