

URGENT: NOTICE OF DISHONORED CHECK

Date: [Insert Date]

To: [Name of Debtor/Business Name]

Address: [Street Address]

City, State, Zip: [City, State, Zip Code]

Re: Notice of Dishonored Check # [Check Number]

Dear [Name of Contact Person or Business Owner],

This letter serves as formal notice that check number **[Check Number]**, dated **[Date on Check]**, in the amount of **[\$Amount]**, made payable to **[Your Business Name]**, was returned by the bank unpaid for the following reason: **[Reason, e.g., Non-Sufficient Funds / Account Closed]**.

As a result of this dishonored check, your account is now past due. We demand that you rectify this matter immediately by providing payment in full, plus a returned check fee of **[\$Fee Amount]**, for a total payment of **[\$Total Amount Due]**.

Payment must be made via **certified check, money order, or cash**. Personal or business checks will not be accepted for this replacement payment.

Please remit payment within **[Number of Days, e.g., 5 or 10]** days from the date of this letter to avoid further action. Failure to resolve this matter promptly may result in the suspension of your credit privileges and the referral of this account to a collection agency or legal counsel.

Please contact us immediately at [Phone Number] or [Email Address] to confirm that payment has been sent.

Sincerely,

[Your Name/Signature]

[Your Job Title]

[Your Business Name]