

**DATE:** [Insert Date]

**TO:**

[Name of Contact Person]

[Company Name]

[Mailing Address]

[City, State, Zip Code]

**RE: NOTICE OF DEFAULT AND FORMAL DEMAND FOR PAYMENT**

Dear [Name of Contact Person],

This letter serves as formal notice that the check listed below, which was issued by [Company Name] to [Your Company Name], has been returned by the financial institution 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]

Pursuant to our commercial agreement and applicable state laws, you are hereby in default of your payment obligations. In addition to the face value of the check, a returned check fee of \$[Insert Fee Amount] has been applied to your account.

**Total Amount Due: \$[Insert Total Amount]**

Please remit the total amount due within [Insert Number, e.g., 5 or 10] business days from the date of this letter. Payment must be made via **certified funds, cashier's check, or money order**. Personal or company checks will no longer be accepted for this balance.

Failure to cure this default within the specified timeframe may result in further legal action, including but not limited to the commencement of a formal collection process, reporting to credit bureaus, or legal litigation to recover the debt plus associated costs.

Please contact our office immediately at [Your Phone Number] to confirm receipt of this notice or to arrange payment.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]