

**Date:** [Insert Date]

**To:** [Customer Name]

[Customer Address]

[City, State, Zip Code]

**Subject: NOTICE OF ACCOUNT SUSPENSION - DISHONORED CHECK**

Dear [Customer Name],

This letter is to inform you that your account with [Company Name] has been formally suspended, effective immediately. This action has been taken because your recent check payment has been returned by the bank unpaid due to [Reason, e.g., Insufficient Funds].

**Transaction Details:**

- **Check Number:** [Insert Number]
- **Check Date:** [Insert Date]
- **Amount:** \$[Insert Amount]
- **Returned Check Fee:** \$[Insert Fee Amount]
- **Total Balance Due:** \$[Insert Total Amount]

To reactivate your account and restore your services, please provide payment for the total balance listed above. We require that this payment be made via a guaranteed method, such as a credit card, cashier's check, or money order, no later than [Insert Deadline Date].

Please be advised that we will no longer accept personal checks from this account moving forward. Failure to resolve this balance may result in the permanent closure of your account and further collection efforts.

If you have already sent the replacement funds, please disregard this notice. If you believe this is an error, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company Name]