

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**RE: NOTICE OF DISHONORED CHECK AND ACCOUNT SUSPENSION**

Dear [Customer Name],

This letter is to inform you that the check listed below, which was submitted for payment on your account, has been returned by your financial institution marked "Insufficient Funds" or "Unpaid."

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

As a result of this returned payment, your account [Account Number] has been **suspended** effective immediately. To restore your account to good standing and avoid further collection actions, you must remit the total balance due by [Deadline Date].

Please note that we can no longer accept personal checks for this balance. Payment must be made via one of the following methods:

- Credit or Debit Card
- Certified Check or Money Order
- Cash (In-person at our office)

If payment is not received by the date specified above, your account may be permanently closed, and the matter may be referred to a third-party collection agency or legal counsel.

If you believe this is an error or have already sent a replacement payment, please contact our billing department immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company Name]