

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Returned Check and Account Suspension

Dear [Customer Name],

This letter is to inform you that your check number [Check Number], in the amount of \$[Amount], submitted on [Date] for payment on account [Account Number], has been returned by your bank marked "Insufficient Funds."

As a result, your account has been charged a returned check fee of \$[Fee Amount]. The total amount now due is \$[Total Amount Due].

Please be advised that your account and all associated services have been suspended effective immediately. Suspension will remain in effect until the outstanding balance is paid in full via a guaranteed payment method.

To reinstate your account, please provide payment by [Due Date] using one of the following methods:

- Cashier's Check
- Money Order
- Credit/Debit Card

Failure to settle this debt by the date mentioned above may result in further collection actions or legal proceedings.

If you have already sent this payment, please disregard this notice. Otherwise, please contact our billing department at [Phone Number] to confirm receipt of payment.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]