

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Notice of Dishonored Check and Account Suspension**

Dear [Recipient Name],

This letter is to inform you that your check number [Check Number], dated [Check Date], in the amount of \$[Amount], has been returned by your financial institution marked "Insufficient Funds" (or equivalent status).

Consequently, your account with [Your Company Name], under account number [Account Number], has been suspended effective immediately. To restore your account and avoid further collection actions, you are required to remit the following balance within [Number] business days:

- Original Amount: \$[Amount]
- Dishonored Check Fee: \$[Fee Amount]
- **Total Due: \$[Total Amount]**

Please make your payment via certified check, money order, or credit card. Personal checks will no longer be accepted for this balance.

If payment is not received by [Deadline Date], we will be forced to pursue further legal remedies or refer this matter to an external collection agency.

Please contact our billing department at [Phone Number] or [Email Address] to confirm your payment or to discuss this matter further.

Sincerely,

[Your Name/Department]  
[Your Title]