

DATE: [Insert Date]

TO:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: NOTICE OF ACCOUNT SUSPENSION AND DISHONORED CHECK

Dear [Customer Name],

This letter is to formally notify you that your account #[Account Number] has been suspended effective immediately due to non-payment and a returned check.

On [Date Check was Received], we received check #[Check Number] in the amount of \$[Amount] as payment for your balance. However, this check was returned by your financial institution marked "NSF" (**Non-Sufficient Funds**).

As a result, your account is now delinquent. The current total balance due is as follows:

- Overdue Balance: \$[Amount]
- Returned Check Fee: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

To reinstate your account and avoid further collection actions or legal proceedings, please provide payment in full within [Number] days of the date of this letter. Because of the dishonored check, we now require payment via **Certified Check, Money Order, or Credit Card**. Personal checks will no longer be accepted for this balance.

Please contact our billing department at [Phone Number] immediately to confirm receipt of payment or to discuss this matter.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]

[Email Address]