

Date: [Insert Date]

TO: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT AND NOTICE OF SERVICE SUSPENSION

Dear [Recipient Name],

This letter serves as formal notification that your check number [Check Number], dated [Date on Check], in the amount of \$[Amount], has been returned by the bank marked "Insufficient Funds" (or equivalent reason).

IMMEDIATE ACTION REQUIRED:

Due to the dishonored payment, your account is now in default. Please be advised of the following:

- **Service Suspension:** Your access to [Name of Service/Project] has been suspended effective immediately. Services will not be restored until the full balance, including penalties, is cleared.
- **Repayment Amount:** You are required to pay the original amount of \$[Amount], plus a returned check fee of \$[Fee Amount], for a total of **\$(Total Amount)**.
- **Method of Payment:** We no longer accept personal or company checks from your account. Payment must be made via Cashier's Check, Money Order, or Wire Transfer.

Failure to remit the total amount by [Deadline Date] will result in the permanent termination of your contract and the referral of this matter to a collection agency or legal counsel to pursue all available civil and/or criminal remedies under the law.

Please contact our office immediately at [Phone Number] to confirm your payment has been sent.

Sincerely,

[Your Name/Signature]

[Your Company Name]

[Your Title]