

[Date]

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

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

Dear [Customer Name],

This letter serves as formal notification 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 "Account Closed/Refer to Maker").

As a result of this returned payment, your account [Account Number] has been **suspended immediately**. All services, credit privileges, and access associated with this account are restricted until this matter is resolved.

To reinstate your account and avoid further collection actions or legal proceedings, you are required to remit the following within [Number] days of the date of this letter:

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

Payment must be made via **certified funds only** (Cashier's Check, Money Order, or Cash). Personal checks will not be accepted for this balance.

Please contact our billing department at [Phone Number] or visit our office at [Office Address] to settle this balance immediately. Once payment is verified, we will review your account for potential reinstatement.

Sincerely,

[Your Name/Company Name]
[Title]
[Contact Information]