

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

City, State, Zip: [City, State, Zip]

RE: NOTICE OF DISHONORED CHECK AND ACCOUNT SUSPENSION

Dear [Customer Name],

This letter serves as formal notification that check number **[Check Number]**, dated **[Check Date]**, in the amount of **[\$[Amount]]**, has been returned to us by your financial institution marked as **[Reason: e.g., Insufficient Funds/Account Closed]**.

As a result of this dishonored payment, please be advised that your account with **[Company Name]**, account number **[Account Number]**, has been **suspended immediately**. All services, deliveries, or credit privileges are on hold until this matter is resolved.

To reinstate your account, you are required to provide payment for the following balance within **[Number]** business days:

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

Payment must be made via **certified check, money order, or credit card**. Personal or business checks will not be accepted for this transaction.

Failure to remit the total amount due by **[Deadline Date]** may result in the permanent closure of your account and the referral of this matter to a collection agency or legal counsel.

Please contact our billing department at **[Phone Number]** immediately to confirm your payment arrangements.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]