

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

Subject: NOTICE OF ACCOUNT SUSPENSION - DISHONORED CHECK

Dear [Recipient Name],

This letter serves as official notification that your account [Account Number] has been suspended effective immediately. This action has been taken due to a dishonored check received for payment on your account.

Check Details:

- Check Number: [Check Number]
- Check Date: [Date on Check]
- Amount: \$[Amount]
- Reason for Return: [e.g., Insufficient Funds / Account Closed]

As a result of this returned item, a returned check fee of \$[Fee Amount] has been applied to your balance. The total outstanding balance currently due is \$[Total Amount].

To reinstate your account and avoid further collection actions, please provide payment in full within [Number] business days. We require that this payment be made via certified funds, such as a cashier's check, money order, or cash.

Please contact our billing department at [Phone Number] or visit our office at [Office Address] to resolve this matter.

Sincerely,

[Your Name/Name of Representative]
[Your Title]
[Company Name]