

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: URGENT NOTICE - DISHONORED CHECK AND ACCOUNT HOLD

Dear [Customer Contact Name],

This letter is to formally notify you 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/Uncollected Funds").

As a result of this dishonored payment, we have applied a returned check fee of \$[Fee Amount] to your account. The total balance now due for immediate payment is \$[Total Amount Due].

Please be advised that your account has been placed on an immediate administrative hold. All current services have been suspended, and no further orders will be processed until the outstanding balance is cleared in full.

To reinstate your account and avoid further collection action, please provide payment via one of the following methods within [Number of Days] business days:

- Cashier's Check
- Money Order
- Electronic Wire Transfer
- Credit Card (subject to processing fees)

Please contact our billing department at [Phone Number] or [Email Address] once the payment has been issued so that we may expedite the reactivation of your account.

We expect your prompt attention to this urgent matter.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]