

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

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

**RE: NOTICE OF DISHONORED CHECK**

Dear [Customer Name],

This letter is to inform you that the check listed below, which was presented for payment from your account, has been dishonored and returned unpaid.

**Check Details:**

Check Number: [Check Number]  
Date of Check: [Date on Check]  
Amount: \$[Amount]  
Payee: [Payee Name]

**Reason for Return:**

[Reason: e.g., Insufficient Funds / Account Closed / Stop Payment]

As a result of this returned item, your account has been assessed a non-sufficient funds (NSF) fee of \$[Fee Amount].

Please ensure that sufficient funds are deposited into your account immediately to cover any outstanding balances and to avoid further penalties. If you believe this notice was sent in error, please contact our customer service department at [Phone Number] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Department]  
[Bank Name]