

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

[Date]

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

RE: NOTICE OF DISHONORED CHECK

Dear [Recipient Name],

This letter serves as formal notice that check number [Check Number], dated [Date on Check], in the amount of \$[Amount], made payable to [Payee Name], was returned by [Bank Name] unpaid.

The check was returned for the following reason: [e.g., Insufficient Funds / Account Closed].

As a result, you are hereby requested to make payment in full to cover the amount of the check, plus a returned check fee of \$[Fee Amount], for a total amount due of \$[Total Amount].

Please provide payment in the form of cash, certified check, or money order within [Number of Days, e.g., 10] days from the date of this letter. Failure to resolve this matter within the specified timeframe may result in further legal action to recover the debt, which may include additional costs and interest.

Please direct your payment to the address listed above. If you have already sent payment, please disregard this notice.

Sincerely,

[Your Signature]

[Your Printed Name]