

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF DISHONORED CHECK**

Dear [Recipient Name],

This letter is to inform you that check number #[Check Number], dated [Date on Check], in the amount of \$[Amount], has been returned by your financial institution, [Bank Name], marked "Insufficient Funds."

As a result, the aforementioned payment has not been processed. We request that you provide payment for the original amount, plus a returned check fee of \$[Fee Amount], for a total of \$[Total Amount Due].

Please provide payment in the form of a cashier's check, money order, or cash within [Number of Days] days of the date of this letter. Payment can be delivered to the following address:

[Your Company Name/Your Name]

[Payment Address]

[City, State, Zip Code]

If you have already sent the funds or if you believe this is an error, please contact us immediately at [Your Phone Number] to resolve this matter.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]