

**Date:** [Date]

**To:** [Recipient Name]

**Address:** [Recipient Address]

**City, State, Zip:** [City, State, Zip]

**Subject: NOTICE OF DISHONORED CHECK AND PENALTY FEE ASSESSMENT**

Dear [Recipient Name],

This letter is to inform you that the check we received from you has been returned by the bank unpaid due to [Reason, e.g., Insufficient Funds].

**Check Details:**

- **Check Number:** [Check Number]
- **Check Date:** [Check Date]
- **Original Amount:** \$[Original Amount]

As a result of this returned item, a penalty fee has been assessed to your account in accordance with our payment policy.

**Outstanding Balance:**

- Original Amount: \$[Original Amount]
- Returned Check Fee: \$[Fee Amount]
- **Total Amount Due:** \$[Total Amount]

Please provide payment for the total amount of \$[Total Amount] by [Due Date]. We request that this payment be made via [Payment Method, e.g., Cashier's Check, Money Order, or Cash] to ensure immediate processing.

Failure to resolve this matter promptly may result in further action or the suspension of services/credit privileges.

If you have already sent the payment or believe this is an error, please contact our office immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]