

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

[Date]

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

RE: SECOND NOTICE - UNPAID DISHONORED CHECK

Dear [Recipient Name],

This is a formal follow-up to our previous notice dated [Date of First Notice] regarding the check we received from you which was returned by the bank unpaid.

As of today, we have not received the replacement funds or the associated service fee. The details of the dishonored check are as follows:

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]
- **Reason for Return:** [e.g., Non-Sufficient Funds / Account Closed]
- **Returned Check Fee:** \$[Fee Amount]
- **Total Balance Due:** \$[Total Amount]

Please provide payment for the total balance due within [Number, e.g., 7] days of the date of this letter. Payment must be made in the form of cash, cashier's check, or money order.

Failure to resolve this matter immediately may result in further action, including the referral of this account to a collection agency or the initiation of legal proceedings to recover the full amount plus applicable costs.

If you have already sent the payment, please disregard this notice.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]