

Date: [Date]

To:

[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 [**Check Date**], in the amount of \$[**Amount**], was returned to us by your financial institution, [**Bank Name**].

The check was returned unpaid for the following reason: **Insufficient Funds (NSF)**.

As a result, your account remains unpaid. We request that you replace the dishonored check with a cashier's check, money order, or cash payment immediately. Please also include a returned check fee of \$[**Fee Amount**] as permitted by law.

Total amount due: \$[**Total Amount**]

Please remit the total amount due within [**Number**] days of the date of this letter to avoid further collection action or legal proceedings.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Address]