

[Date]

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

Subject: Notice of Returned Payment - Account #[Account Number]

Dear [Customer Name],

This letter is to inform you that your recent payment in the amount of \$[Payment Amount], submitted on [Payment Date], has been returned by your financial institution unpaid due to [Reason, e.g., Insufficient Funds].

As a result, a returned payment fee of \$[Fee Amount] has been applied to your account in accordance with our terms and conditions.

Updated Balance Details:

- Original Amount Due: \$[Original Amount]
- Returned Payment Fee: \$[Fee Amount]
- **Total Balance Now Due: \$[Total Amount]**

Please provide a replacement payment including the fee by [Due Date]. We request that the new payment be made via [Accepted Payment Method, e.g., Credit Card or Certified Check] to ensure immediate processing.

If you have already sent a replacement payment, please disregard this notice. If you have any questions regarding this matter, please contact our billing department at [Phone Number].

Sincerely,

[Your Name/Company Name]
[Your Title]
[Contact Information]