

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[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], made payable to [Payee Name], was returned by your bank unpaid and marked "Insufficient Funds" or "Account Closed."

As a result, the total amount now due is as follows:

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

Please provide payment for the total amount within [Number] days of the date of this letter. We request that payment be made via cash, cashier's check, or money order to ensure immediate processing.

Please mail or deliver your payment to the address listed at the top of this letter. If you have already sent the payment, please disregard this notice.

Failure to resolve this matter within the timeframe mentioned above may result in further legal action to recover the debt.

Sincerely,

[Your Signature]
[Your Printed Name]