

DATE: [Current Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK

Dear [Debtor Name],

This letter serves as formal notice that the check listed below, which was issued by you and made payable to [Your Name/Company Name], was returned by the bank unpaid for the following reason: [Reason, e.g., Insufficient Funds/Account Closed].

CHECK DETAILS:

Check Number: [Check Number]

Check Date: [Date on Check]

Check Amount: \$[Amount]

To resolve this matter, you are required to pay the full amount of the check plus a returned check fee of \$[Fee Amount], for a total payment of \$[**Total Amount Due**].

Please provide payment in the form of cash, cashier's check, or money order within [Number, e.g., 10] days of the date of this letter. Payment should be sent to:

[Your Name/Company Name]

[Your Mailing Address]

[City, State, Zip Code]

Failure to settle this debt within the specified timeframe may result in further legal action to recover the full amount, including potential court costs and legal fees as permitted by state law.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]