

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

[Date]

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

RE: NOTICE OF RETURNED CHECK AND UNPAID ACCOUNT

Dear [Customer Name],

This letter is to inform you that the check you submitted for payment on [Date] in the amount of \$[Amount] has been returned by your bank unpaid due to [Reason: e.g., Insufficient Funds/Account Closed].

As a result, your account [Account Number] is now past due. In addition to the original amount of the check, a returned check fee of \$[Fee Amount] has been applied to your balance, bringing the total amount due to \$[Total Amount].

Please provide payment for the total amount within [Number] days of the date of this letter. We request that this payment be made via [Payment Method: e.g., Cash, Money Order, or Certified Check] to ensure immediate processing.

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

Sincerely,

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