

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Account Default - Pending Dishonored Check Resolution

Dear [Customer Name],

This letter serves as formal notice that your account [Account Number] is currently in default. This status is the result of a dishonored payment (Check No. [Check Number]) in the amount of \$[Amount] dated [Check Date], which was returned by your financial institution marked as [Reason, e.g., Insufficient Funds].

As of this date, the total outstanding balance, including a returned check fee of \$[Fee Amount], is \$[Total Balance Due].

To prevent further collection action or the permanent closure of your account, please remit the full balance via certified funds (cashier's check or money order) by [Due Date].

If you have already sent the payment or believe this notice was sent in error, please contact our billing department immediately at [Phone Number].

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]