

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

[Date]

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

RE: NOTICE OF DISHONORED CHECK AND REVOCATION OF CREDIT

Dear [Customer Name],

This letter is to formally notify you that the check listed below, which was submitted for payment on your account, has been returned by the bank marked "Insufficient Funds" (NSF).

Check Number: [Check Number]
Check Date: [Date on Check]
Check Amount: \$[Amount]
Returned Check Fee: \$[Fee Amount]

As a result of this returned payment, your total outstanding balance of \$[Total Amount Due] is now due immediately. Please provide payment in the form of a cashier's check, money order, or cash within [Number] days of receipt of this notice.

Furthermore, due to this payment failure, we regret to inform you that your credit privileges with [Your Company Name] have been revoked effective immediately. All future purchases or services must be paid for in advance via certified funds.

Please contact our billing department at [Phone Number] to confirm when the payment has been sent or to discuss this matter further.

Sincerely,

[Your Name]
[Your Title]