

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**RE: NOTICE OF DISHONORED CHECK AND ACCOUNT FREEZE**

Dear [Debtor Name],

This letter serves as formal notice that check number [Check Number], dated [Check Date], in the amount of \$[Amount], submitted for payment on account [Account Number/Reference], has been returned by your financial institution marked as "Insufficient Funds" or "Uncollected Funds."

Due to this dishonored payment, your account has been placed on an immediate administrative freeze. No further transactions, services, or deliveries will be processed until the outstanding balance, including a returned check fee of \$[Fee Amount], is paid in full.

To resolve this matter and reactivate your account, please remit a total payment of \$[Total Amount] via certified check, money order, or credit card within [Number] days of the date of this letter.

Failure to settle this debt within the specified timeframe may result in further collection actions, which may include reporting this default to credit bureaus or initiating legal proceedings to recover the funds.

Please contact our billing department at [Phone Number] immediately to confirm payment or to discuss this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]