

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

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

RE: NOTICE OF DISHONORED CHECK AND REVOCATION OF CREDIT TERMS

Dear [Contact Person],

This letter serves as formal notice that check number [Check Number], dated [Check Date], in the amount of \$[Amount], submitted for payment on [Invoice Number/Account Number], has been returned by your financial institution unpaid due to [Reason, e.g., Insufficient Funds].

As a result of this dishonored payment, we require immediate replacement of these funds plus a returned check fee of \$[Fee Amount]. Please provide payment in the form of a cashier's check, money order, or wire transfer no later than [Due Date].

Furthermore, please be advised that your "Net [Number]" credit terms are hereby revoked effective immediately. Your account has been placed on "Cash on Delivery" (COD) or "Pre-payment" status. All future orders must be paid in full prior to or at the time of delivery.

We value your business but must take these steps to protect our financial interests. To discuss the reinstatement of credit terms in the future, your account must first be brought current and remain in good standing for a period of [Number] months.

Please contact our billing department at [Phone Number] to confirm receipt of this notice and to coordinate payment.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]