

## **URGENT NOTICE: DISHONORED CHECK**

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK #[Insert Check Number]

Dear [Recipient Name],

This letter serves as formal notification that check number [Insert Check Number], dated [Insert Check Date], in the amount of \$[Insert Amount], made payable to [Your Name/Company Name], was returned by your financial institution unpaid for the following reason: [Insert Reason, e.g., Insufficient Funds/Account Closed].

This matter is urgent. You are hereby requested to make payment in full to resolve this debt within [Insert Number, e.g., 10] days of the date of this letter. Please note that a returned check fee of \$[Insert Fee Amount] has been added to the total balance due.

**Total Amount Due: \$[Insert Total Amount]**

Please remit payment immediately via [Insert Payment Method, e.g., Certified Check, Cashier's Check, or Cash] to the following address:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

Failure to settle this debt within the specified timeframe may result in further legal action to recover the funds, which may include reporting this incident to credit bureaus or pursuing a civil claim in court.

If you have already sent the payment, please disregard this notice. If you have any questions, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]