

**Date:** [Insert Date]

**To:**

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**RE: NOTICE OF DISHONORED CHECK AND DEMAND FOR WIRE TRANSFER**

Dear [Customer Name],

This letter serves as formal notice that your check number #[Insert Check Number], dated [Insert Date], in the amount of \$[Insert Amount], has been returned by your financial institution marked "Insufficient Funds" or "Account Closed."

As of this date, your account remains delinquent. To rectify this matter and avoid further collection actions or the suspension of services, we require immediate payment of the original amount plus a returned check fee of \$[Insert Fee Amount].

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

Due to the dishonored nature of the previous payment, we will no longer accept personal or business checks for this balance. We demand that the total amount be paid via **Wire Transfer** within [Insert Number] business days of the date of this letter.

**Wire Transfer Instructions:**

Bank Name: [Insert Bank Name]

Account Name: [Insert Account Name]

Routing Number (ABA): [Insert Routing Number]

Account Number: [Insert Account Number]

Reference: [Insert Invoice or Account Number]

Failure to provide the funds by [Insert Deadline Date] may result in this matter being referred to a collection agency or legal counsel for further action.

Please contact us immediately at [Insert Phone Number] once the wire transfer has been initiated.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]