

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

[Date]

[Debtor Contact Name]
[Debtor Business Name]
[Debtor Address]
[City, State, Zip Code]

RE: NOTICE OF DISHONORED PAYMENT AND DEMAND FOR UNPAID DEBT

Dear [Debtor Contact Name],

This letter serves as formal notice regarding the failure of recent payment attempts for Invoice(s) #[Invoice Number(s)], totaling \$[Total Amount Due].

Our records indicate that the following payment(s) were unsuccessful:

- **Returned Check:** Check #[Check Number] in the amount of \$[Amount] was returned by the bank marked [Reason, e.g., Insufficient Funds/Account Closed].
- **Wire Transfer:** The wire transfer initiated on [Date] in the amount of \$[Amount] failed to clear our account.

As a result of these failed payments, your account is now past due. In addition to the principal balance, a returned payment fee of \$[Fee Amount] has been applied to your account, bringing the total balance to \$[New Total Amount].

Please remit the full balance of \$[New Total Amount] immediately via Certified Check or Credit Card. We will no longer accept standard business checks or unverified wire transfers from your company until this matter is resolved.

Failure to settle this debt within [Number] days of the date of this letter may result in further action, including the suspension of your services/credit terms or the referral of this account to a third-party collection agency or legal counsel.

If you have already sent the payment or believe this notice is in error, please contact our accounting department at [Phone Number] immediately.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]