

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Notice of Dishonored Check and Request for Wire Transfer**

Dear [Recipient Name],

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

In addition to the original amount of the check, a returned check fee of \$[Fee Amount] is now due, bringing the total balance to \$[Total Amount].

To ensure immediate settlement of this debt, we request that you remit the total amount via **Wire Transfer** within [Number] business days. Our banking details are as follows:

- **Bank Name:** [Your Bank Name]
- **Account Name:** [Your Account Name]
- **Account Number:** [Your Account Number]
- **Routing Number:** [Your Routing/ABA Number]
- **SWIFT/BIC (if applicable):** [SWIFT Code]

Please use [Reference Number or Invoice Number] as the reference for this transfer. Once the wire has been initiated, please email a copy of the confirmation receipt to [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]