

Date: [Insert Date]

TO: [Name of Recipient/Company]

ADDRESS: [Street Address, City, State, Zip Code]

RE: FORMAL NOTICE REGARDING DISHONORED CHECK AND DEMAND FOR WIRE TRANSFER

Dear [Name of Recipient],

This letter serves as formal notice that Check No. [Insert Check Number], dated [Insert Date on Check], in the amount of \$[Insert Amount], drawn on [Insert Bank Name], was returned by the financial institution marked as [Insert Reason, e.g., "Insufficient Funds" or "Account Closed"].

As of this date, the balance remains unpaid. To rectify this matter immediately and avoid further administrative or legal action, you are required to replace the dishonored check with a wire transfer for the full amount plus a returned check fee of \$[Insert Fee Amount].

Please execute the wire transfer using the following information:

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

Payment must be confirmed no later than [Insert Deadline Date]. Please provide a wire confirmation receipt via email to [Insert Email Address] once the transaction is initiated.

Failure to settle this debt within the specified timeframe may result in further action to recover the funds, including but not limited to the involvement of a collection agency or legal counsel.

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]

[Your Phone Number]