

**Date:** [Insert Date]

**To:**

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF DISHONORED CHECK**

Dear [Recipient Name],

This letter serves as formal notification that the check listed below, which was submitted for payment on [Date of Check], has been returned by your financial institution unpaid due to [Reason, e.g., Insufficient Funds].

**Check Details:**

Check Number: [Check Number]

Check Date: [Date]

Check Amount: \$[Amount]

As a result of this dishonored check, a returned check fee of \$[Fee Amount] has been applied to your account, bringing the total outstanding balance to \$[Total Amount Due].

To resolve this matter immediately, we require that the replacement payment be made exclusively via **Wire Transfer**. We will no longer accept personal or business checks as a method of payment for this balance.

**Wire Transfer Instructions:**

Bank Name: [Bank Name]

Account Name: [Account Name]

Account Number: [Account Number]

Routing Number (ABA): [Routing Number]

Reference: [Invoice or Account Number]

Please ensure the wire transfer is completed no later than [Due Date] to avoid further collection actions or legal proceedings.

If you have any questions regarding this notice, please contact [Contact Person/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]