

[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 DEMAND FOR PAYMENT

Dear [Recipient Name],

This letter serves as formal notice that check number #[Check Number], dated [Date on Check], in the amount of \$[Amount], payable to [Your Name/Company Name], was returned by the bank unpaid due to [Reason, e.g., Insufficient Funds/Account Closed].

As a result of this dishonored instrument, a returned check fee of \$[Fee Amount] has been added to your balance, bringing the total amount due to \$[Total Amount].

We require that this balance be cleared immediately. To ensure immediate credit and avoid further collection action or legal proceedings, **we demand that the replacement payment be made via Wire Transfer** using the following instructions:

Bank Name: [Your Bank Name]
Account Name: [Your Account Name]
Routing Number: [Your Routing Number]
Account Number: [Your Account Number]
Reference: [Invoice Number or Your Name]

Please complete this transfer no later than [Deadline Date]. Once the wire transfer is initiated, please email a copy of the confirmation receipt to [Your Email Address].

Failure to settle this matter within the specified timeframe may result in this account being referred to a collection agency or the pursuit of legal remedies available under state law.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]