

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

## **RE: NOTICE OF DISHONORED PAYMENT AND DEMAND FOR WIRE TRANSFER**

Dear [Recipient Name],

This letter serves as formal notice that the payment submitted by you in the amount of \$[Amount] via [Check Number/Transaction ID], dated [Original Date], has been returned by the financial institution marked as [Reason: e.g., Insufficient Funds/Account Closed].

As a result of this dishonored payment, your account is now past due. To rectify this matter immediately and avoid further administrative fees, legal action, or a disruption of services, we require that the original balance plus a returned payment fee of \$[Fee Amount] be settled via **Bank Wire Transfer**.

Please execute the wire transfer to the following account within [Number] business days of the date of this letter:

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

Failure to receive the confirmed funds by [Deadline Date] will result in [Consequence: e.g., legal proceedings/referral to collections/termination of contract].

Please provide a wire confirmation receipt via email to [Email Address] once the transfer is initiated.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]