

Date: [Insert Date]

TO:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

FROM:

[Your Name/Company Name]

[Your Address]

[Phone Number]

RE: NOTICE OF DISHONORED CHECK AND DEMAND FOR CERTIFIED FUNDS

Dear [Recipient Name],

This letter serves as formal notice that check number **[Check Number]**, dated **[Date on Check]**, in the amount of **[\$[Amount]]**, was returned by your financial institution marked "Insufficient Funds" or "Account Closed."

As a result, your account is currently past due. To resolve this matter, we require immediate payment in the total amount of **[\$[Total Amount Due]]**. This total includes the original check amount plus a returned check fee of **[\$[Fee Amount]]**.

Payment must be made via Certified Funds only. We will accept the following forms of payment:

- Cashier's Check
- Money Order
- Cash (In-person only)

Please deliver the certified funds to our office at the address listed above no later than **[Due Date]**. Failure to remit payment by this date may result in further collection action, which may include legal proceedings or reporting this debt to credit bureaus.

If you have already sent the payment or believe this notice was sent in error, please contact us immediately at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]