

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

**RE: NOTICE OF DISHONORED PAYMENT AND CERTIFIED FUNDS
REQUIREMENT**

Dear [Recipient Name],

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

As a result of this dishonored payment, a returned item fee of \$[Fee Amount] has been applied to your account. The total balance now due is \$[Total Amount Due].

Please be advised that we now require the total outstanding balance to be paid in full within [Number] business days. Furthermore, effective immediately, we will no longer accept personal or business checks from your account. All future payments must be made via **certified funds**, which include:

- Cashier's Check
- Money Order
- Certified Bank Check

Please remit your payment to the address listed at the top of this letter by [Deadline Date] to avoid further action, which may include [e.g., suspension of services/legal action/referral to collections].

If you have already sent a replacement payment in the form of certified funds, please disregard this notice. If you have any questions, you may contact us at [Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Title/Company Name]