FINAL NOTICE OF DISHONORED CHECK

Date: [Insert Date]

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

RE: NOTICE OF DISHONORED CHECK #[Insert Check Number]

Dear [Recipient Name],

This letter serves as formal notification that check number [Insert Check Number], dated [Insert Date on Check], in the amount of $[Insert Amount], drawn on [Insert Bank Name], was returned by the bank unpaid and marked "Insufficient Funds" or "Account Closed."

This is your final notice to make payment in full. You are hereby required to pay the original amount of the check plus a returned check fee of $[Insert Fee Amount], for a total balance of $[Insert Total Amount].

MANDATORY CERTIFIED FUNDS REQUIREMENT

Effective immediately, personal or business checks will no longer be accepted. To resolve this matter, payment must be made exclusively via **certified funds** (Cashier's Check or Money Order) made payable to [Insert Payee Name].

Please deliver the certified funds to the address below no later than [Insert Deadline Date]:

[Insert Business/Name]
[Insert Payment Address]
[City, State, Zip Code]

Failure to remit the total amount by the deadline stated above may result in further legal action, including the referral of this matter to a collection agency or local law enforcement for prosecution under state bad check laws.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]