[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

Dear [Recipient Name],

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

As a result, you are hereby requested to replace this check with **certified funds** (cashier's check, money order, or cash) within [Number of Days, e.g., 10] days of the date of this letter.

Please include a returned check fee of $[Fee Amount] in addition to the original amount of the check. The total amount due is $[Total Amount].

Failure to remit the full amount within the specified timeframe may result in further legal action, which may include civil litigation or referral to local law enforcement authorities.

Please deliver the certified funds to the following address:

[Payment Address]
[City, State, Zip Code]

Sincerely,

[Your Signature]

[Your Printed Name]