[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: NOTICE OF RETURNED CHECK

Dear [Recipient Name],

This letter is to inform you that your check number #[Check Number], dated [Check Date], in the amount of $[Amount] has been returned by the bank unpaid due to [Reason, e.g., Insufficient Funds].

As a result, your account is currently past due. Please be advised that a returned check fee of $[Fee Amount] has been applied to your balance, bringing the total amount due to $[Total Amount].

To resolve this matter, we require that the total amount be replaced with **certified funds**. We will only accept the following forms of payment for this balance:

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

Please remit payment within [Number] days of the date of this letter to avoid further collection action or a disruption in service. Personal or company checks will not be accepted for this replacement payment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]