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

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

RE: SECOND NOTICE - DISHONORED CHECK

Dear [Recipient Name],

This letter serves as a second formal demand for payment regarding check number [Check Number], dated [Check Date], in the amount of $[Check Amount]. This check was returned by the bank marked "Insufficient Funds" or "Account Closed."

On [Date of First Letter], I sent a formal request for you to replace this dishonored check with certified funds. As of today, I have not received the payment or a response from you.

To resolve this matter, please provide a cashier's check or money order for the following total amount within [Number of Days, e.g., 5] days of the date of this letter:

- Original Check Amount: $[Amount]
- Returned Check Fee: $[Amount]
- **Total Due: $[Total Amount]**

Failure to remit the full amount in certified funds by the deadline stated above will leave me with no choice but to pursue further legal action, which may include filing a claim in small claims court or reporting this matter to local law enforcement authorities.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]