URGENT NOTICE: DISHONORED CHECK

Date: [Insert Date]

To: [Name of Drawer/Maker]
Address: [Insert Address]
City, State, Zip: [Insert City, State, Zip]

RE: Notice of Dishonored Check # [Insert Check Number]

Dear [Insert Name],

This letter serves as formal notice that check number [Insert Check Number], dated [Insert Date on Check], in the amount of $[Insert Amount], made payable to [Insert Your Name or Business Name], was presented to [Insert Bank Name] for payment and was returned unpaid due to [Insert Reason, e.g., Insufficient Funds/Account Closed].

As of this date, the balance remains outstanding. In addition to the original amount of the check, you are also responsible for a returned check fee of $[Insert Fee Amount], bringing the total amount due to $[Insert Total Amount].

Please be advised that we require payment in full to be made via **Certified Funds** (Cashier's Check or Money Order) within [Insert Number, e.g., 5 or 10] business days from the date of this notice.

Please remit payment to the following address:

[Insert Name/Company]
[Insert Mailing Address]
[Insert City, State, Zip]

Failure to resolve this matter within the specified timeframe may result in further action, which may include referral to a collection agency or the initiation of legal proceedings to recover the debt, plus applicable interest and court costs.

Thank you for your immediate attention to this urgent matter.

Sincerely,

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