

[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 the check listed below was returned by the bank unpaid for the following reason: [Reason, e.g., Insufficient Funds].

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]

To resolve this matter, please provide payment in the total amount of \$[Total Amount], which includes the original check amount plus a returned check fee of \$[Fee Amount].

We request that payment be made via cash, cashier's check, or money order within [Number] days of the date of this letter. Please deliver payment to the address listed above.

If you have already sent the funds or believe this notice was sent in error, please contact us immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]