

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

[Date]

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

RE: Notice of Returned Check - Check #[Check Number]

Dear [Recipient Name],

This letter is to inform you that your check number [Check Number], dated [Check Date], in the amount of \$[Original Amount], was returned to us by your financial institution unpaid for the following reason: [Reason, e.g., Insufficient Funds].

As a result, a returned check penalty fee of \$[Penalty Amount] has been assessed to your account, as per our established policy. The total amount now due is \$[Total Amount Due].

Please provide payment for the total amount due within [Number] days of the date of this letter. We require that this balance be paid via certified check, money order, or cash to ensure immediate processing.

Please remit payment to the following address:

[Payment Address/Department]

If you have already sent a replacement payment, please disregard this notice. If you have any questions regarding this matter, please contact our office at [Phone Number].

Sincerely,

[Your Name/Signature]
[Your Title]