

**DATE:** [Insert Date]

**TO:**

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF DISHONORED CHECK**

Dear [Recipient Name],

This letter serves as formal notice that check number [**Check Number**], dated [**Check Date**], in the amount of \$[**Amount**], was returned by your financial institution marked "Insufficient Funds" or "Account Closed."

To resolve this matter, we demand payment in full for the face value of the check, plus a returned check fee of \$[**Fee Amount**], for a total balance due of \$[**Total Amount**].

Please note that we will **only accept payment in the form of a Cashier's Check or Money Order**. We will no longer accept personal or business checks from your account.

Please remit payment within [Number of Days, e.g., 7 or 10] days of the date of this letter to the following address:

[Your Name/Company Name]

[Your Payment Address]

[City, State, Zip Code]

Failure to settle this debt within the specified timeframe may result in further legal action or the referral of this account to a collection agency.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]