

**Date:** [Insert Date]

**To:**

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**RE: NOTICE OF DISHONORED CHECK AND DEMAND FOR PAYMENT**

Dear [Debtor Name],

This letter serves as formal notice that the check listed below, which was submitted as payment for [Description of Goods/Services], has been returned by the financial institution marked as "**Non-Sufficient Funds**" (NSF) or "**Account Closed**."

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

As a result of this dishonored instrument, you are requested to replace this payment immediately. Please be advised that a returned check fee of \$[Insert Fee Amount] has been added to your balance, bringing the total amount due to **\$[Insert Total Amount]**.

**DEMAND FOR CASHIER'S PAYMENT:**

Due to the failure of the previous payment, we will no longer accept personal or business checks for this balance. Please provide payment in full via **Cashier's Check, Money Order, or Certified Funds** only.

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

[Your Name/Company Name]

[Your Mailing Address]

[City, State, Zip Code]

Failure to rectify this matter within the specified timeframe may result in further action, including the referral of this account to a collection agency or the initiation of legal proceedings to recover the debt, interest, and associated legal costs.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]