

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 the check listed below, which was issued by you and made payable to [Your Name/Company Name], has been returned by the financial institution unpaid.

Check Details:

Check Number: [Insert Number]

Check Date: [Insert Date]

Check Amount: \$[Insert Amount]

Reason for Return: [e.g., Insufficient Funds / Account Closed]

As a result of this returned item, a returned check fee of \$[Insert Fee Amount] has been applied to your balance, bringing the total amount due to **\$[Total Amount Due]**.

DEMAND FOR PAYMENT

We demand that you replace the dishonored check with a **Cashier's Check or Money Order**. We will no longer accept personal or business checks for this transaction. Please remit the total amount due to the following address within [Number] days of the date of this letter:

[Your Name/Company Name]

[Your Payment Address]

[City, State, Zip Code]

Failure to rectify this matter within the specified timeframe may result in further legal action or the referral of this account to a collections agency. Please contact us immediately at [Your Phone Number] if you have any questions.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]