

Date: [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 **[Date on Check]**, in the amount of **[\$Amount]**, made payable to **[Your Name/Company Name]**, was returned by the bank unpaid due to Non-Sufficient Funds (NSF).

Pursuant to state law, demand is hereby made for the payment of the full amount of the check, plus a returned check fee of **[\$Fee Amount]**, for a total balance due of **[\$Total Amount]**.

Please be advised that we will no longer accept a personal or business check as payment for this debt. You are required to submit the total balance due via **Cashier's Check or Money Order** only.

Payment must be received within **[Number of Days]** days of the date of this letter. Please remit payment to the following address:

[Your Name/Company Name]

[Your Mailing Address]

[City, State, Zip Code]

Failure to resolve this matter within the specified timeframe may result in further legal action, including but not limited to, filing a claim in small claims court or reporting this matter to local law enforcement.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]