

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

[Date]

[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], drawn on your account at [Bank Name] and payable to [Your Name/Company Name], has been returned by the bank unpaid due to [Reason, e.g., Insufficient Funds/Account Closed].

Pursuant to state law, demand is hereby made for payment in full of the face value of the check, plus a service charge of \$[Service Fee Amount], for a total amount due of \$[Total Amount].

Please be advised that we will only accept payment in the form of a **cashier's check, money order, or cash**. Personal checks will no longer be accepted for this transaction.

Payment must be received at the address listed above within [Number of Days, e.g., 10] days of the date of this notice. Failure to remit payment within this timeframe may result in further legal action, which may include civil litigation or referral to local law enforcement authorities.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]