

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

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF RETURNED CHECK AND DEMAND FOR PAYMENT

Dear [Recipient Name],

This letter is to inform you that the check you provided, details of which are listed below, was returned by the bank unpaid due to [Reason, e.g., Insufficient Funds/Account Closed].

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]
- **Returned Check Fee:** \$[Fee Amount]
- **Total Amount Due:** \$[Total Amount]

Please be advised that we no longer accept personal or business checks from your account. We demand that the Total Amount Due be paid in full within [Number] days of the date of this letter.

Payment must be made via Cashier's Check or Money Order only.

Please remit payment to the address listed at the top of this letter. Failure to resolve this matter promptly may result in further legal action or the referral of this account to a collection agency.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]