

URGENT NOTICE: NOTICE OF DISHONORED CHECK

Date: [Insert Date]

To: [Name of Debtor]

Address: [Address Line 1]

City, State, Zip: [City, State, Zip]

Dear [Name of Debtor],

This letter serves as formal notice that the check listed below was returned by your financial institution unpaid and marked "Insignificant Funds" or "Account Closed."

Check Details:

- Check Number: [Insert Check Number]
- Date of Check: [Insert Date on Check]
- Check Amount: \$[Insert Amount]
- Reason for Return: [Insert Reason]

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

We require that you replace these funds immediately. Due to the nature of this default, **we will only accept payment via Cashier's Check, Money Order, or Certified Funds.** Personal checks will no longer be accepted for this balance.

Please deliver the certified funds to the address below within [Insert Number of Days, e.g., 3] business days of receipt of this letter.

Failure to rectify this matter immediately may result in further action, including the referral of this account to a collection agency or the pursuit of legal remedies as permitted by state law.

Please contact us at [Insert Phone Number] if you have any questions regarding this matter.

Sincerely,

[Your Name/Signature]

[Your Company Name]

[Your Contact Address]