

Date: [Insert Date]

To: [Debtor Name]
[Debtor Address]
[City, State, Zip Code]

Subject: Notification of Account Return / Formal Demand for Payment

Dear [Debtor Name],

This letter serves as formal notification regarding your outstanding account with [Your Company/Organization Name], identified by Account Number: [Insert Account Number].

Please be advised that your recent payment attempt in the amount of \$[Insert Amount] dated [Insert Date] has been returned by the financial institution for the following reason:

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

As a result of this return, your account is now considered past due. To maintain your account in good standing and avoid further collection actions or potential service interruptions, we require immediate payment of the balance due, plus a returned item fee of \$[Insert Fee Amount].

Total Amount Due Now: \$[Insert Total Amount]

Please submit your payment via [Insert Accepted Payment Methods, e.g., Credit Card, Certified Check, or Online Portal] no later than [Insert Deadline Date].

If you have already sent a replacement payment, please disregard this notice. If you have any questions regarding this matter, please contact our billing department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]