

Date: [Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

Unit Number: [Unit Number]

RE: NOTICE OF ACH PAYMENT REJECTION AND ACCOUNT HOLD

Dear [Tenant Name],

This letter is to inform you that your ACH (electronic check) payment submitted on [Date of Payment] in the amount of \$[Amount] has been rejected by your financial institution for the following reason: [Reason, e.g., Insufficient Funds/Account Closed].

As a result of this rejection, the following actions have been taken regarding your account:

- **Returned Payment Fee:** A fee of \$[Amount] has been applied to your ledger.
- **Late Fees:** If the replacement payment is not received by [Date], late fees will accrue as per your lease agreement.
- **Account Hold:** We have placed a hold on your ability to pay via personal check or ACH. For the next [Number] months, all payments must be made via certified funds (Cashier's Check or Money Order).

Total Balance Due Immediately: \$[Total Amount Due]

Please deliver the total balance due in certified funds to [Office Address/Location] by [Time] on [Date] to avoid further legal action or eviction proceedings.

If you believe this rejection occurred in error due to a bank mistake, please provide a formal letter from your financial institution for our review.

Sincerely,

[Management Name/Landlord Name]

[Phone Number]

[Email Address]