

Date: [Date]

To: [Tenant Name]

Address: [Property Address]

Unit: [Unit Number]

RE: NOTICE OF DISHONORED PAYMENT AND LATE FEE

Dear [Tenant Name],

This letter is to inform you that your rent payment for the period of [Month/Year] in the amount of \$[Rent Amount] has been returned by the bank due to **Insufficient Funds (NSF)**.

As a result of the returned payment, the following charges are now due immediately:

- **Original Rent Amount:** \$[Rent Amount]
- **NSF Fee:** \$[NSF Fee Amount]
- **Late Fee:** \$[Late Fee Amount]
- **TOTAL DUE:** \$[Total Amount]

Please provide a replacement payment in the total amount of **\$(Total Amount)** no later than [Due Date].

Due to the returned check, we require that the replacement payment be made via **certified funds (cashier's check or money order)**. Personal checks will not be accepted for this balance.

Please contact the management office immediately at [Phone Number] to confirm when payment will be delivered. Failure to clear this balance may result in further legal action or eviction proceedings as outlined in your lease agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]