

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Property Address, Unit Number]

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

## **NOTICE OF DISHONORED PAYMENT AND DEMAND FOR FEES**

Dear [Tenant Name],

This letter serves as formal notice that your payment in the amount of \$[Amount] dated [Date of Check] has been returned by the bank unpaid for the following reason: [Reason, e.g., Insufficient Funds].

Pursuant to your Lease Agreement, a returned payment constitutes a violation of your lease terms. You are now required to pay the following amounts immediately:

- Original Payment Amount: \$[Amount]
- Returned Check (NSF) Fee: \$[Amount]
- Late Fee (if applicable): \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please provide the total balance due in the form of a **cashier's check or money order only**. Personal checks will no longer be accepted for this balance.

Payment must be received at the management office no later than [Due Date] to avoid further legal action or the initiation of eviction proceedings.

Please contact [Name] at [Phone Number] immediately if you have any questions regarding this notice.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Name]

[Company Name]