

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE OF RETURNED CHECK AND LATE FEES

Dear [Tenant Name],

This letter is to inform you that your check #[Check Number], dated [Date on Check], in the amount of \$[Check Amount] for the rent payment of [Month/Year], was returned by the bank unpaid due to [Reason, e.g., Insufficient Funds].

As a result of the returned check, your rent is now considered late. Pursuant to your lease agreement, the following charges are now due immediately:

- Returned Check Fee: \$[Amount]
- Late Payment Penalty: \$[Amount]
- Original Rent Amount: \$[Amount]

Total Amount Due: \$[Total Amount]

Please provide payment for the total amount listed above by [Due Date]. To ensure successful processing, we require this balance to be paid via **certified check, money order, or cash**. Personal checks will not be accepted for this specific balance.

Please contact the management office immediately if you have any questions or to confirm when the payment will be delivered.

Sincerely,

[Landlord/Manager Name]

[Property Name/Company]

[Phone Number]