

Date: [Date]

To: [Tenant Name]
[Property Address]
[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK AND LATE FEE

Dear [Tenant Name],

This letter is to inform you that your check number #[Check Number], dated [Date on Check], in the amount of \$[Rent Amount] for the payment of rent has been returned by the bank marked "Insignificant Funds" (NSF) or "Account Closed."

As a result, your rent is now considered unpaid and overdue. According to your lease agreement, you are required to pay the following charges immediately:

- Unpaid Rent Amount: \$[Amount]
- Returned Check Fee: \$[Amount]
- Late Fee: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Please provide the total amount due in the form of a cashier's check or money order no later than [Due Date] to avoid further legal action or eviction proceedings.

Please note that we will no longer accept personal checks from you for future rent payments. All future payments must be made via certified funds.

If you have already sent a replacement payment, please contact us immediately to confirm receipt.

Sincerely,

[Landlord/Manager Name]
[Phone Number]
[Email Address]