

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Notice of Returned Check for [Account Number/Invoice Number]**

Dear [Recipient Name],

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

As a result, your account remains unpaid and is now subject to a returned check fee and late payment charges as follows:

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

Please provide payment for the total amount due by [Due Date]. To ensure the payment clears, we require that this balance be paid via certified check, money order, or cash.

Please disregard this notice if payment has already been sent. If you have any questions regarding this matter, please contact us immediately at [Phone Number].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]