

[Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

[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 [Check Date], in the amount of \$[Check Amount] for the payment of [Description, e.g., June Rent] has been returned by the bank unpaid due to [Reason, e.g., Insufficient Funds].

As per your lease agreement, a returned check fee and/or late fee has been applied to your account. Please see the balance breakdown below:

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

Please provide a replacement payment for the total amount listed above within [Number] days of receiving this notice. Please note that we will only accept payment in the form of a **money order or cashier's check** for this balance.

Future payments made by personal check may be refused if this issue occurs again. Please contact the management office immediately at [Phone Number] if you have any questions or to confirm when the payment will be delivered.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]

[Contact Information]