

**Date:** [Date]

**Tenant Name(s):** [Tenant Name]

**Property Address:** [Property Address]

**RE: NOTICE OF INSUFFICIENT FUNDS AND LATE FEE**

Dear [Tenant Name],

This letter is to formally notify you that your payment for the period of [Month/Year] in the amount of \$[Amount] was returned by the bank due to Insufficient Funds (NSF).

As a result, the following charges are now due immediately:

- **Unpaid Rent:** \$[Amount]
- **Returned Check/NSF Fee:** \$[Amount]
- **Late Fee:** \$[Amount]
- **TOTAL DUE:** \$[Total Amount]

Please provide a replacement payment in the form of a cashier's check or money order. We will no longer accept personal checks for this balance. Please deliver this payment to [Location/Address] by [Date/Time].

Failure to clear this balance promptly may result in further action as outlined in your lease agreement and local landlord-tenant laws.

If you have already sent the replacement funds, please disregard this notice. If you have any questions, please contact me at [Phone Number].

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]