

Date: [Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE OF RETURNED CHECK AND PENALTY ASSESSMENT

Dear [Tenant Name],

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

As per the terms of your lease agreement, a returned check fee and late payment penalties have been assessed as follows:

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

Please provide a replacement payment for the total amount listed above immediately. We require that this balance be paid via **certified funds (cashier's check or money order)**. We will no longer accept personal checks for this balance.

Failure to remit the full payment by [Due Date] may result in further legal action or the commencement of eviction proceedings.

If you have already sent the payment or have questions regarding this notice, please contact the management office at [Phone Number].

Sincerely,

[Landlord/Manager Name]

[Property Name/Company]

[Phone Number]