

DATE: [Date]

TO: [Tenant Name]

ADDRESS: [Rental Property Address]

UNIT: [Unit Number]

RE: NOTICE OF DISHONORED CHECK AND INTENT TO PROCEED WITH LEGAL ACTION

Dear [Tenant Name],

This letter serves as formal notification that your check number #[Check Number], dated [Check Date], in the amount of \$[Amount], has been returned by the bank unpaid due to [Reason, e.g., Insufficient Funds].

As a result, your rent account for the period of [Month/Period] is currently past due. In accordance with your lease agreement, the following charges are now applied to your balance:

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

Please provide payment for the total amount listed above within [Number of Days, e.g., 3] days of the date of this letter. Because your previous check was dishonored, we require payment to be made via **certified funds (cashier's check or money order)** only. Personal checks will no longer be accepted for this balance.

Failure to remit the full payment by [Deadline Date] will result in immediate legal action. This may include, but is not limited to, the filing of an eviction lawsuit (Unlawful Detainer) and the referral of this matter to a collections agency or local authorities for check fraud prosecution.

Please contact the management office immediately at [Phone Number] to confirm when payment will be delivered.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]

[Phone Number]