

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Recipient Name/Debtor Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: NOTICE OF RETURNED PAYMENT AND INTENT TO INITIATE LEGAL PROCEEDINGS**

Dear [Recipient Name],

This letter serves as formal notification that your payment in the amount of \$[Amount], dated [Date of Original Payment], has been returned by the bank marked as [Reason: e.g., Insufficient Funds/Account Closed].

As of this date, the balance of \$[Amount] remains unpaid. Additionally, a returned payment fee of \$[Fee Amount] has been applied to your account, bringing the total amount due to \$[Total Amount].

Please be advised that this is your final notice. You are required to provide payment in full via certified funds (cashier's check or money order) within [Number] days of the date of this letter.

Failure to remit the total amount due by [Deadline Date] will leave us with no choice but to initiate formal legal proceedings against you. This may include filing a lawsuit to recover the debt, interest, court costs, and any applicable attorney fees. This action may also be reported to major credit bureaus, which could negatively impact your credit rating.

Please govern yourself accordingly and remit payment immediately to the address listed above to avoid further legal action.

Sincerely,

[Your Signature]  
[Your Printed Name]