

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tenant Name]

[Tenant Address]

[Unit Number]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED PAYMENT AND DEMAND FOR RENT

Dear [Tenant Name],

This letter serves as formal notification that your payment in the amount of \$[Amount], submitted on [Date] for the purpose of [Rent Period, e.g., October 2023 Rent], has been returned by the bank marked as "Insufficient Funds" (NSF).

As a result, your rent for the aforementioned period remains unpaid. Additionally, per the terms of your lease agreement, an NSF fee of \$[Fee Amount] and late fees totaling \$[Late Fee Amount] have been applied to your account.

Total Amount Due: \$[Total Amount]

Please provide payment for the total amount due in the form of a **cashier's check or money order** to our office no later than [Due Date/Time].

Failure to rectify this balance immediately will leave us with no choice but to pursue legal recourse. This may include, but is not limited to:

- Commencement of formal eviction proceedings (Unlawful Detainer).
- Reporting the delinquency to credit bureaus.
- Legal action to recover unpaid rent, court costs, and attorney fees.

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

Sincerely,

[Your Signature]

[Your Printed Name]