

Date: [Date]

To: [Tenant Name]
[Tenant Address]
[City, State, Zip Code]

Re: NOTICE OF RETURNED CHECK FOR RENT PAYMENT

Dear [Tenant Name],

This letter is to inform you that your check #[Check Number], dated [Date on Check], in the amount of \$[Rent Amount] for the rent of [Property Address], has been returned by the bank unpaid due to [Reason, e.g., Insufficient Funds].

As a result, your rent for the month of [Month] is currently unpaid. Please be advised that per your lease agreement, the following charges are now due:

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

Please provide payment for the total amount due by [Date]. Due to the returned check, we require that this payment be made via [Certified Check / Money Order / Cashier's Check].

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

Sincerely,

[Your Name / Property Manager Name]
[Company Name]
[Phone Number]