

Date: [Current Date]

To: [Tenant Name]

Address: [Property Address]

Unit: [Unit Number]

RE: NOTICE OF DISHONORED RENT CHECK

Dear [Tenant Name],

This letter is to formally notify you that the check you provided for rent for the period of [Month/Year], check number [Check Number] in the amount of \$[Amount], was returned by the bank unpaid due to [Reason, e.g., Insufficient Funds].

As a result, your rent is currently considered unpaid and overdue. In accordance with your lease agreement, the following charges are now due immediately:

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

Please provide payment for the total amount due by [Due Date] at [Time]. Because the previous check was dishonored, payment must be made via [Certified Check / Money Order / Cashier's Check]. Personal checks will not be accepted for this balance.

Failure to rectify this balance immediately may result in further action as permitted by law and your lease agreement.

If you have already sent a replacement payment, please contact us immediately to confirm receipt.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]