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

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

Subject: Notification of Rejected Check - Check #[Check Number]

Dear [Recipient Name],

This letter is to formally notify you that the check received for the payment of [Purpose of Payment] has been returned by our financial institution. Below are the details regarding the original check and the reason for rejection.

Original Check Details:

- **Check Number:** [Check Number]
- **Date on Check:** [Date]
- **Check Amount:** $[Amount]
- **Bank Name:** [Issuing Bank Name]

Bank Rejection Details:

- **Date of Rejection:** [Date]
- **Reason for Rejection:** [e.g., Insufficient Funds / Account Closed / Stop Payment / Refer to Maker]
- **Associated Bank Fees:** $[Fee Amount]

Please provide a replacement payment, including the original amount and the bank fee mentioned above, by [Due Date]. We request that the new payment be made via [e.g., Certified Check, Wire Transfer, or Cash].

Please contact me immediately at [Your Phone Number] to confirm when the replacement payment will be issued.

Sincerely,

[Your Signature]
[Your Printed Name]