

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

[Date]

[Recipient Name]
[Recipient Title/Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Replacement Funds and Reimbursement of Bank Fees

Dear [Recipient Name],

I am writing to formally notify you that the payment issued to me on [Date] in the amount of \$[Amount] via [Check Number/Transaction Reference] was returned by my financial institution due to [Reason: e.g., Non-Sufficient Funds/Stop Payment/Account Error] on your end.

As a result of this failed transaction, my bank has charged my account a penalty fee of \$[Fee Amount]. I have attached a copy of my bank statement (with sensitive information redacted) as proof of this charge.

I request that you issue a replacement payment for the original amount of \$[Amount] immediately. Additionally, I request that you reimburse me for the \$[Fee Amount] bank penalty incurred due to this error, bringing the total requested payment to \$[Total Amount].

Please confirm receipt of this letter and provide an estimated date for when I can expect the replacement funds. I would prefer the payment to be made via [Preferred Method: e.g., Certified Check/Direct Deposit/Wire Transfer].

Thank you for your prompt attention to resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]