

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Returned Check - [Account/Invoice Number]

Dear [Recipient Name],

This letter is to inform you that your check number [Check Number], dated [Check Date], in the amount of \$[Amount] has been returned by your financial institution marked "Insignificant Funds" or "Unpaid."

As a result, the payment has not been applied to your account, and your current status is now [Pending/Suspended/Past Due]. To reinstate your account and maintain your services, you are required to fulfill the following requirements within [Number] days of this notice:

- **Repayment:** Provide a replacement payment for the original amount of \$[Amount].
- **Returned Check Fee:** Pay a processing fee of \$[Fee Amount] as permitted by law.
- **Total Due:** The total amount of \$[Total Amount] must be paid in full.

Mandatory Payment Method:

Due to the returned check, we can no longer accept personal checks for this transaction. Please provide payment via **Cashier's Check, Money Order, or Certified Funds**. Payments should be delivered to [Office Address/Location].

Failure to meet these reinstatement requirements by [Deadline Date] may result in [Late Fees/Termination of Service/Legal Action].

If you have already sent the replacement funds, please disregard this notice. If you have any questions, please contact our office at [Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]