

Date: [Current Date]

TO:

[Name of Check Writer]

[Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK

Dear [Name of Check Writer],

This letter serves as formal notice that the check described below, which was issued by you and made payable to [Your Name or Company Name], was returned by the bank unpaid for the following reason: [Reason, e.g., Insufficient Funds/Account Closed].

Check Details:

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]

To resolve this matter, please provide payment in the full amount of the check, plus a returned check fee of \$[Amount of Fee], for a total payment of **\$(Total Amount Due)**.

Payment must be made via cash, cashier's check, or money order and delivered to the address listed below within [Number of Days, e.g., 10] days from the date of this notice.

[Your Name/Company Name]

[Payment Address]

[City, State, Zip Code]

[Phone Number]

Failure to provide payment within the specified timeframe may result in further legal action to recover the debt, as permitted by state law.

Sincerely,

[Your Signature]

[Your Printed Name]