

Date: [Date]

TO:

[Name of Check Writer]

[Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK (CLOSED ACCOUNT)

Dear [Name of Check Writer],

This letter serves as formal notice that the following check has been returned by the financial institution marked as "**Account Closed.**"

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]
- **Payable To:** [Your Name or Company Name]

A closed account indicates that the check was issued on an account that no longer exists. This is a serious matter. We demand that you make payment in full for the face value of the check, plus a returned check fee of \$[Fee Amount], for a total of **\$(Total Amount)**.

Payment must be made within [Number, e.g., 10] days of receipt of this notice. Payment must be made by cash, cashier's check, or money order. Personal checks will not be accepted.

Please deliver payment to:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

Failure to resolve this matter within the specified timeframe may result in further legal action, including civil litigation or referral to the District Attorney's office for prosecution under state bad check laws.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]