

DATE: [Insert Date]

SENT VIA: [Certified Mail / Return Receipt Requested]

TO:

[Name of Contact Person]

[Name of Business]

[Business Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK

Dear [Name of Contact Person],

This letter serves as formal notice that check number [Check Number], dated [Date of Check], in the amount of \$[Dollar Amount], made payable to [Your Company Name], was returned by your financial institution unpaid.

The bank indicated the following reason for dishonor: [Reason, e.g., Non-Sufficient Funds (NSF) / Account Closed].

Under applicable state laws, demand is hereby made for the full payment of the face value of the check, plus a returned check fee of \$[Amount], for a total amount due of **\$(Total Amount)**.

Please remit the total amount due within [Number of Days, e.g., 10 or 30] days of the date of this notice. Payment must be made in the form of a cashier's check, money order, or cash to the address listed below.

Failure to settle this matter within the specified timeframe may result in further legal action to recover the debt, which may include interest, court costs, and reasonable attorney fees as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]

[Your Address]