

DATE: [Insert Date]

TO:

[Customer Name]
[Customer Address]
[City, State, Zip Code]

FROM:

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

RE: NOTICE OF DISHONORED CHECK

Dear [Customer Name],

This letter serves as formal notice that check number [Check Number], written in the amount of \$[Amount] and dated [Check Date], was returned to us by your financial institution unpaid due to [Reason, e.g., Insufficient Funds/Account Closed].

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

Total Amount Due: \$[Total Amount]

Please submit this payment in the form of cash, cashier's check, or money order to our business address listed above within [Number] days of the date of this letter.

Failure to settle this debt within the specified timeframe may result in further action, which may include referring this matter to a collection agency or pursuing legal remedies as permitted by state law.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]