

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

[Date]

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

**RE: Notice of Dishonored Payment**

Dear [Recipient Name],

This letter is to inform you that the payment submitted to [Your Company Name] in the amount of \$[Amount] has been returned by the financial institution marked as unpaid due to [Reason, e.g., Insufficient Funds/Account Closed].

**Payment Details:**

Date of Instrument: [Date on Check/Transaction]  
Reference/Check Number: [Number]  
Amount: \$[Amount]

As a result of this dishonored payment, a service fee of \$[Fee Amount] has been added to your balance, bringing the total amount due to \$[Total Amount].

Please provide payment for the total amount due within [Number] days of the date of this letter. Payment must be made via certified check, money order, or cash to ensure immediate processing.

If you have already sent a replacement payment, please disregard this notice. If you have any questions regarding this matter, please contact us immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]