

June 12, 2014

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: BAD CHECK NOTICE

Dear [CONTACT NAME],

You are according to law hereby notified that a check dated [DATE], drawn on the [BANK NAME] of [PLACE] in the amount of [AMOUNT] has been returned unpaid with the notation that payment has been refused because of non-sufficient funds. Within [NUMBER] days from the receipt of this notice, you must pay or tender to us sufficient moneys to pay the instrument in full.

You are advised to make your payment at the following address:

[COMPANY]
[ADDRESS]
[ADDRESS L2]
[CITY, STATE ZIP]

Unless we receive good funds for said amount within [NUMBER] days, we shall immediately commence appropriate legal action to protect our interest. Upon receipt of replacement funds we shall return to you the dishonored check.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com