

June 12, 2014

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

**OBJECT: NOTICE OF CHECK RETURNED**

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Dear [CONTACT NAME],

Your check made payable to [NAME OF FIRM] in the amount of [AMOUNT] has been returned to us for insufficient funds. The bank will not allow us to redeposit the check since it has already been presented on two occasions.

Would you please bring the amount of the check, plus the [AMOUNT] fee for our service charge for returned checks, to the manager's office at:

[NAME OF FIRM]  
[ADDRESS]  
[CITY, STATE ZIP]

We must ask that this amount of [AMOUNT] be paid either by cash, certified check, or money order.

If you have any questions, you can contact me at the above telephone number during office hours.

Sincerely,

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