

June 12, 2014

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

OBJECT: NOTICE OF DISHONORED CHECK

Dear [CONTACT NAME],

I am sorry to report that your check number [RETURNED CHECK'S NUMBER] in the amount of [AMOUNT] has been returned to us by the bank for insufficient funds.

This may be the result of a simple error. However, we must insist that you replace the insufficient funds check immediately, and in no event later than [DATE]. Therefore, please bring or send to our office [CERTIFIED CHECK OR REPLACEMENT CHECK] in the amount of [AMOUNT ORIGINAL CHECK WRITTEN FOR] plus [AMOUNT CHARGED BY BANK] to cover the insufficient funds charge assessed to our account by our bank due to this matter.

If you have any questions, please feel free to call the undersigned at the following number.

Sincerely,

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