It is imperative that you take steps to rectify the situation as soon as possible. Please send

me a certified check for the original amount, including $\_\_\_\_\_ to cover the bank fee for a

returned check. The new total obligation is $\_\_\_\_\_.

I have enclosed a copy of both the notice from the bank and a copy of your check. I will

return the original to you once your account is adjusted.

returned from the bank due to insufficient funds.

Sincerely,

Joe Doe

Owner of Name of Company

Your Business Name

Street Address

Town, State, Zip

(xxx) xxx-xxxx

Date

Check Writer's Name

Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am writing to inform you that check #\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_, 20XX, for the

amount of $\_\_\_\_\_\_\_ made payable to [Business Name] from your account has been