

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 returned from the bank due to insufficient funds.

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.

Sincerely,

Joe Doe
Owner of Name of Company