[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[phone number]

[email]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

This is to inform you that the following check was returned to us due to insufficient funds:

**Check number [number]**

**Dated [date]**

**Payable to [Name]**

**In the amount of $[amount]**

We request that you replace this check with a cash or money order payment immediately.

Unless we receive good funds for said amount within [number] days, we will begin appropriate legal action.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Title]

Certified mail, return receipt requested