

**Form:** Notice of Dishonored Check

**Description:** A notice to a customer that the customer's check has bounced

[LETTERHEAD]

[Date]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: Notice of Dishonored Check

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

I am sorry to report that your check number # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ 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 \_\_\_\_\_, \_\_\_\_\_. Therefore, please bring or send to our office [*a certified check*], [*replacement check*] in the amount of \$ \_\_\_\_\_ plus \$ \_\_\_\_\_ 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 (\_\_\_\_) \_\_\_\_\_.

Sincerely,

[Company]

By: \_\_\_\_\_

Title: \_\_\_\_\_